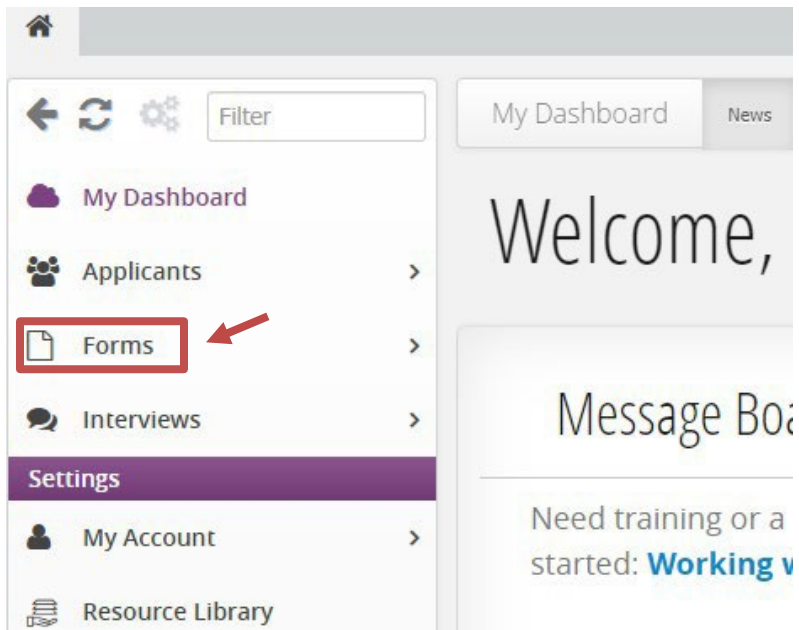
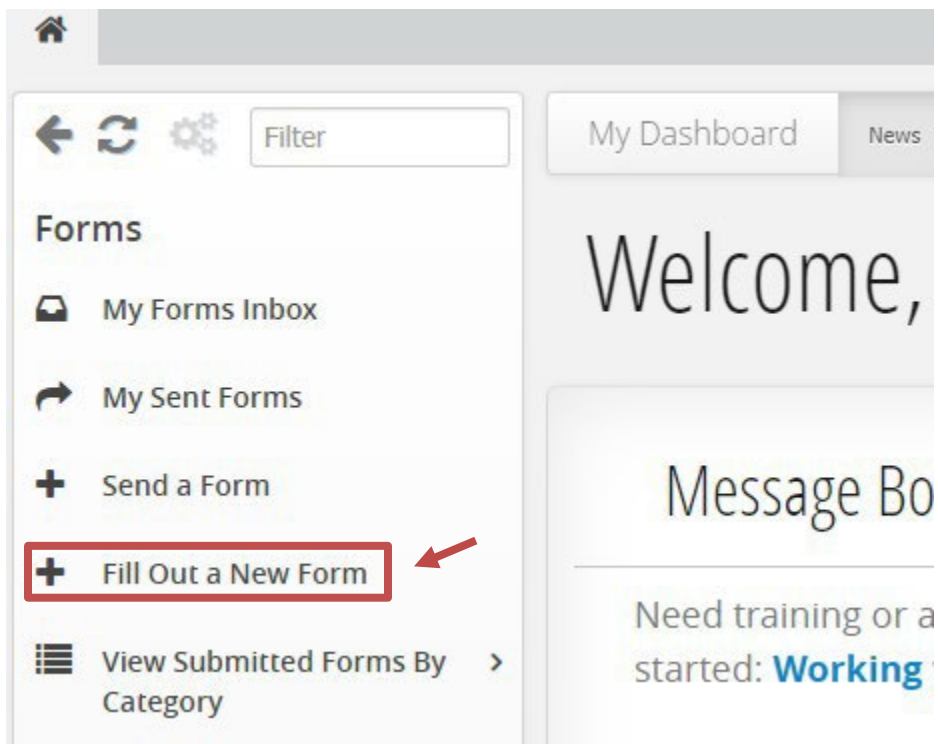


1. Log in to Frontline Recruiting and Hiring and select “Forms”



2. Fill Out a New Form



3. Go to EPS Internal forms to locate 4-P: Hire Recommendation Form: long-Term Certificated Substitute and check the box then click “Continue with Selected Form”

EPS Internal forms		
<input type="checkbox"/> 4-A: Hire Recommendation Form: Certificated - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-C: Hire Recommendation Form: Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-D: Hire Recommendation Form: SPECIAL EDUCATION Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-E: Hire Recommendation Form: Classified (non-para positions) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-F: Hire Recommendation Form: Coach - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-H: Hire Recommendation Form: INTERNAL Summer School Teacher - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-I: Hire Recommendation Form: EXTERNAL Summer School Teacher - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-J: Hire Recommendation Form: INTERNAL Summer School Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-K: Hire Recommendation Form: EXTERNAL Summer School Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-L: Hire Recommendation Form: INTERNAL Summer School Classified (non-para positions) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-M: Hire Recommendation Form: EXTERNAL Summer School Classified (non-para positions) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-N: Hire Recommendation Form: Maintenance - preview	Standard Form	Multi-Step
<input type="checkbox"/> 4-O: Hire Recommendation Form: Administrator/Director - preview	Standard Form	Multi-Step
<input checked="" type="checkbox"/> 4-P: Hire Recommendation Form: Long-Term Certificated Substitute - preview	Standard Form	Multi-Step
Interview Questionnaires		
<input type="checkbox"/> Add YOUR OWN Questions - Interview Questionnaire (Copy) (Copy) - preview	Interview Questionnaire	Single-Step
<input type="checkbox"/> Job ID:3867 - 1st Grade Teacher - (2021-22 School Year) at Tambark Creek - preview	Interview Questionnaire	Single-Step
Level 1 Certificated Screening		
<input type="checkbox"/> Level 1 Certificated Screen - test - preview	Standard Form	Single-Step

Continue with Selected Forms »

4. Add the job posting number (if applicable) and the associated applicant then click “Next”

This form can be linked to other items. Required items are marked with an *.

Select associated **job posting** —

and

* Select associated **applicant** —

« Prev Next »

5. Fill out the required items marked with an asterisk, sign the document, and submit form

*Applicants who do not hold the appropriate endorsement require a [Plan of Assistance](#).