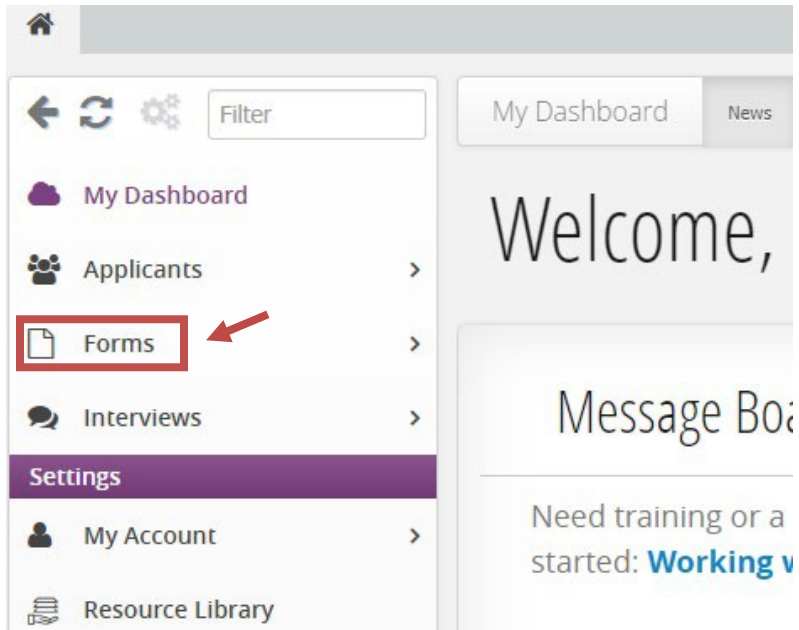
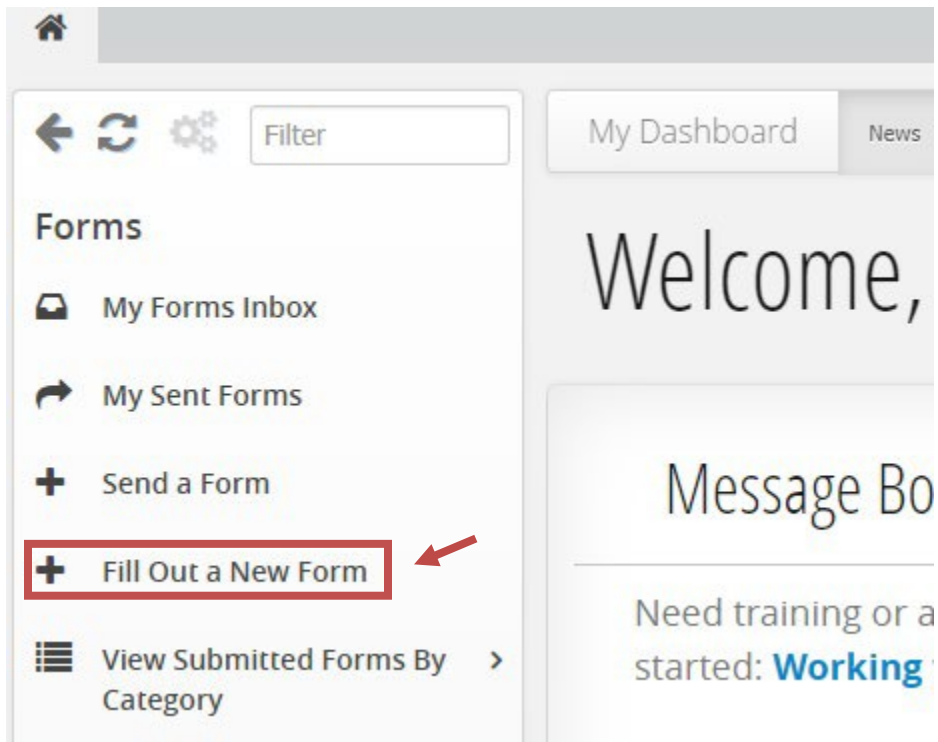


## 1. Log in to Frontline Recruiting and Hiring and select “Forms”



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

General Long-Term post ID  
7817

**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](#).