

**EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT**

PERSONNEL SELECTION RECOMMENDATION FORM

Building: _____ Position: _____ FTE: 1.0 Posting #: _____

Interview Team Members:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Candidates Interviewed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

For Human Resources Use Only

Fingerprints: ☐ Need per SPI _____ (Date)

☐ OK per SPI _____ (Date)

_____ WSP _____ FBI

☐ OK Current Employee/Substitute

Certification Expiration Date: _____

☐ Received

☐ OSPI Verification (Attached)

☐ Pending

ParaEd (NCLB) Requirements:

☐ 2yrs of study (72qtr/48semester credits)

☐ Associates Degree or higher

☐ Passed Assessment on _____

w/Score: _____

{ Candidate Recommending: _____

{ Recommended Start Date: _____

Reasons for Recommendation:

(Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.)

1. _____
2. _____
3. _____
4. _____



Principal's / Supervisor's Signature

_____ Date

_____ Human Resources Administrator's Signature

_____ Date

Prospective Candidates for Future Positions:
