

New Hire
 Para to Pro
 Transfer

Midway Independent School District
Personnel Recommendation

Separation
 Stipend
 Other

Name: _____ Empl. No. _____
 New Position: _____ Location: _____

New Hire:

Start Date: _____ For School Year: _____
 Person is replacing: _____ New approved position
 Assigned Mentor: _____
 EPI Score: _____
 Date EPI Reviewed: _____
 Hours to Work: _____
 Interview Rating: _____ 1(low) to 5 (high)

Custodial – extra information
 Evening Shift
 Crossing Guard Rotation
 Head Custodian

Interview Committee:	Candidates Interviewed:	References Called:	Reference Rating: 1(low) to 5 (high)

Stipends and/or Extra Duty:

Extra Duty / Stipends: _____
 Formerly held by: _____

Transfer:

FROM:	TO:
Position: _____	Position: _____
Location: _____	Location: _____
Start Date: _____	

This person is replacing: _____ New approved position

Annual & Mid-Year Salary Adjustments:

Explain: _____
 _____ *Attach documentation*

Separation: *(attach documentation if being released)*

Last Work Date: _____
 Resigned with notice
 Resigned without notice
 Terminated

Approval: Two signatures required if candidate serves another Department (i.e Fine Arts, Athletics, CTE, etc)

Supervisor: _____ Supervisor: _____ Supervisor: _____
 Date: _____ Date: _____ Date: _____
 Superintendent Signature (if necessary) _____