

New Hire  
 Stipend  
 Transfer

*Midway Independent School District*  
**Personnel Recommendation**

Other  
 Separation

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)

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: \_\_\_\_\_ 2<sup>nd</sup> Supervisor: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 Additional Signatures (if necessary) \_\_\_\_\_