

**MIDLAND INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCE SERVICES (HRS)**

CHANGE

SUPERVISOR/ADMINISTRATOR RECOMMENDATION

POSITION CAMPUS SALARY SURPLUS YRS OF EXP DEGREE OTHER RECOMMENDED START DATE _____/_____/_____
 EMP ID# _____ NAME: _____ LAST _____ FIRST _____ MI _____ MAIDEN _____ PH# _____
 CURRENT CAMPUS/DEPT _____ POSITION _____ % CAMPUS CODE _____
 NEW CAMPUS/DEPT _____ POSITION _____ % CAMPUS CODE _____

REPLACING _____ LAST _____ FIRST _____ MI _____ LAST DAY WORKED _____/_____/_____
 SEPARATED NEW POSITION TRANSFERRED TO _____

WORK REFERENCES FOR AUXILIARY PERSONNEL: The references listed below have been checked.

NAME	TITLE	EMPLOYER
NAME	TITLE	EMPLOYER

SUPERVISOR/ADMINISTRATOR SIGNATURE

SIGNATURE	TITLE	CAMPUS/DEPARTMENT	DATE
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FOR HUMAN RESOURCE SERVICES USE ONLY

ID # _____ EFF. DATE _____/_____/_____ EEOC _____ EMP CODE _____ CONTRACT _____ TOTAL YRS EXPERIENCE _____ MISD YRS EXPERIENCE _____ OS _____ NS _____ DISTRICT _____ CONTRACT DAYS _____ ACTUAL DAYS _____ CONTRACT BEGINNING DATE _____/_____/_____ CONTRACT ENDING DATE _____/_____/_____ <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> PREVIOUS JOB CODE _____ PREVIOUS PC# _____ BILLET# _____ </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> NEW JOB CODE _____ NEW PC# _____ BILLET# _____ </div> STIPEND: _____ AMOUNT: _____ _____ _____	DATE OF JOB OFFER _____/_____/_____ <input type="checkbox"/> ACCEPTED <input type="checkbox"/> DECLINED COLLEGE _____ MAJOR _____ <input type="checkbox"/> B _____ <input type="checkbox"/> M _____ <input type="checkbox"/> M+30 _____ <input type="checkbox"/> D _____ COLLEGE _____ MAJOR _____ <input type="checkbox"/> B _____ <input type="checkbox"/> M _____ <input type="checkbox"/> M+30 _____ <input type="checkbox"/> D _____ <table border="1"> <thead> <tr> <th>CERT TYPE</th> <th>LEVEL</th> <th>AREA</th> <th>ISSUE DATE</th> <th>EXPIRE DATE</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____/_____/_____</td> <td>_____/_____/_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____/_____/_____</td> <td>_____/_____/_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____/_____/_____</td> <td>_____/_____/_____</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> BOARD REPORT DATE: _____/_____/_____ </div> NOTES: _____ _____ _____ _____	CERT TYPE	LEVEL	AREA	ISSUE DATE	EXPIRE DATE	_____	_____	_____	_____/_____/_____	_____/_____/_____	_____	_____	_____	_____/_____/_____	_____/_____/_____	_____	_____	_____	_____/_____/_____	_____/_____/_____
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_____	_____	_____	_____/_____/_____	_____/_____/_____																	
_____	_____	_____	_____/_____/_____	_____/_____/_____																	
_____	_____	_____	_____/_____/_____	_____/_____/_____																	

SALARY COMPUTATION

DEGREE _____
 PAY STEP _____
 PAY GRADE _____
 RATE _____ HR/DAILY SMF _____
 SALARY BUDGET CODE(S) (1) _____ % \$ _____
 (2) _____ % \$ _____
 (3) _____ % \$ _____

PROCESSED BY: _____ HRS ADMIN: _____ BUSINESS ADMIN: _____
DATE DATE DATE



**MIDLAND INDEPENDENT SCHOOL DISTRICT
EMPLOYMENT REFERENCE FORM – PROFESSIONAL PERSONNEL**

Applicant: _____ Reference Name: _____
Position: _____ Position/District: _____
Campus: _____ Phone: _____

1. Dates of Employment: _____ How long have you known the applicant? _____
2. Applicant’s job title/responsibilities: _____

3. What are some of the strong characteristics (positive or negative) of this teacher? _____

4. How involved is this teacher in school activities and projects? _____
5. Has this teacher consistently demonstrated acceptable levels of planning and performance regarding classroom instruction? _____
6. Classroom management: _____
7. Is this teacher effective in working with students who have different ability levels and unique characteristics?

8. Relationship with coworkers and supervisors: _____
9. Parent and community acceptance: _____
10. How would you rank the overall effectiveness of this teacher? (Outstanding, above average, average, below average)

11. Describe position for which applicant has applied. Then ask the following: Would this applicant be suited to a position of this nature? _____
12. Can you tell me anything else to help me assess the strengths and weaknesses of this teacher? _____

13. Is there anything else that you would like to tell me about this applicant that my questions have not addressed?

14. Would you rehire this person? YES NO
15. Reference checked by: _____ Title _____ Date: _____