

**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: \_\_\_\_\_ PH# \_\_\_\_\_  
LAST   FIRST   MI   MAIDEN

CURRENT CAMPUS/DEPT \_\_\_\_\_ POSITION \_\_\_\_\_ % CAMPUS CODE \_\_\_\_\_

NEW CAMPUS/DEPT \_\_\_\_\_ POSITION \_\_\_\_\_ % CAMPUS CODE \_\_\_\_\_

REPLACING \_\_\_\_\_ LAST DAY WORKED \_\_\_\_/\_\_\_\_/\_\_\_\_  
LAST   FIRST   MI

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**

<p>ID # _____ EFF. DATE ____/____/____</p> <p>EEOC _____ EMP CODE _____ CONTRACT _____</p> <p>TOTAL YRS EXPERIENCE _____ MISD YRS EXPERIENCE _____</p> <p>OS _____ NS _____ DISTRICT _____</p> <p>CONTRACT DAYS _____ ACTUAL DAYS _____</p> <p>CONTRACT BEGINNING DATE ____/____/____</p> <p>CONTRACT ENDING DATE ____/____/____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>PREVIOUS JOB CODE _____</p> <p>PREVIOUS PC# _____ BILLET# _____</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>NEW JOB CODE _____</p> <p>NEW PC# _____ BILLET# _____</p> </div> <p>STIPEND: _____ AMOUNT: _____</p> <p>_____</p> <p>_____</p>	<p><b>DATE OF JOB OFFER</b> ____/____/____   <input type="checkbox"/> ACCEPTED   <input type="checkbox"/> DECLINED</p> <p>COLLEGE _____ MAJOR _____</p> <p><input type="checkbox"/> B _____   <input type="checkbox"/> M _____   <input type="checkbox"/> M+30 _____   <input type="checkbox"/> D _____</p> <p>COLLEGE _____ MAJOR _____</p> <p><input type="checkbox"/> B _____   <input type="checkbox"/> M _____   <input type="checkbox"/> M+30 _____   <input type="checkbox"/> D _____</p> <table style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">CERT TYPE</th> <th style="text-align: left;">LEVEL</th> <th style="text-align: left;">AREA</th> <th style="text-align: left;">ISSUE DATE</th> <th style="text-align: left;">EXPIRE DATE</th> </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> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>____/____/____</td> <td>____/____/____</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>BOARD REPORT DATE:</b> ____/____/____</p> </div> <p><b>NOTES:</b> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	CERT TYPE	LEVEL	AREA	ISSUE DATE	EXPIRE DATE	_____	_____	_____	____/____/____	____/____/____	_____	_____	_____	____/____/____	____/____/____	_____	_____	_____	____/____/____	____/____/____
CERT TYPE	LEVEL	AREA	ISSUE DATE	EXPIRE DATE																	
_____	_____	_____	____/____/____	____/____/____																	
_____	_____	_____	____/____/____	____/____/____																	
_____	_____	_____	____/____/____	____/____/____																	

**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: \_\_\_\_\_