

Dedham Public Schools NEW HIRE RECOMMENDATION FORM

The following person is recommended for employment with Dedham Public Schools:

| | |
|--------------------------------|--|
| Name (Last, First, MI): | |
| Position/Assignment | |
| Certified (Yes/No): | |
| Start Date: | |
| End Date: | |
| Location/School: | |
| Replacing: | |
| Comments | |

| |
|--|
| Checklist: |
| <input type="radio"/> Resume <input type="radio"/> License/Certification <input type="radio"/> Letters of Reference <input type="radio"/> Original Sealed Transcripts |

| |
|---|
| For Paraprofessionals: |
| <input type="radio"/> Inclusion <input type="radio"/> 1:1 <input type="radio"/> Teaching Assistant <input type="radio"/> Library <input type="radio"/> Prek/K <input type="radio"/> 5th Prep <input type="radio"/> CERTIFIED <input type="radio"/> NOT CERTIFIED |

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|---|
| CHANGE IN STATUS: Please list Information for current employees who change position or location: |
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|--|--|
| <i>Please provide a list of finalists you interviewed:</i> | <i>Please provide the names of candidate references you called and verified:</i> |
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| | |
|--|--------------------|
| Department Head/Director _____ | Date: _____ |
| Principal _____ | Date: _____ |
| Superintendent _____ | Date: _____ |
| Asst Sup't Business and Finance _____ | Date: _____ |

For completion by Business Office/HR:

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|---------------|
| Salary |
| Step: |
| Lane: |

| |
|---|
| Assistant Superintendent For Business and Finance |
| _____ |

Rec to Hire Procedures

1. The recommendation to hire form must be filled out by the building principal and director/department head as applicable.
2. Once all department head/director and principal signatures are received, please forward the completed form to the Administrative Assistant To The Superintendent (Paula Jacobs).
3. The Administrative Assistant To The Superintendent will contact the candidate and request a final interview with the Superintendent (Mike Welch).
4. Once the Superintendent approves the hire, the recommendation to hire form is sent to the Human Resources Manager (Asha Marshall).
5. Upon receipt of original transcripts, licensure confirmation, resume, and reference letters, a final offer letter will be sent (*pending CORI and fingerprinting background check*) to the employee with a salary identified.
6. Once the employee signs and returns the offer letter, the employee is hired! *Until the offer letter is signed and returned, the position is not filled.*
7. The Human Resources Manager will contact the newly hired employee and begin the on-boarding process.