



Human Resources

NOTIFICATION OF HIRE

Purpose: This form is to be used to notify Human Resources of your hiring selection.

To: Human Resources Department

Date: _____

From: _____

Department: _____

1. We have selected _____ for the position of _____ at _____.

(Title and location must match the requisition)

2. ☐ New Hire ☐ Transfer ☐ Promotion ☐ Other

3. Classroom teacher (if applicable): _____

4. Employee's evaluator: _____

5. Proposed start date: _____

6. Place and time employee is to report on first day of employment: _____

7. Internal candidates: Please complete the following information: (Substitutes are not internal candidates)

Previous work assignment: _____ Supervisor: _____

☐ Reviewed Employee's personnel file ☐ Contacted current supervisor

8. External candidates: Attach at least 2 reference checks completed by supervisor.

☐ 2 or more reference checks are attached for non-internal candidates

9. Name of Hiring Manager: _____

Signature of Hiring Manager: _____ Date: _____

An offer cannot be made until all supporting documents are submitted (see hiring checklist).

Human Resources will contact the applicant for the job offer after

HR Management approval.

For Human Resources Department Use Only

Date Offered: _____ By: _____

Accepted: Yes ☐ No ☐ Salary Placement: _____

Fingerprints Date: _____ Time: _____

Orientation Date: _____ Time: _____

Contract Appointment Date (Cred. Mgr): _____ Time: _____

Notes: _____

Pre-employment/Contract Requirements

Needed/Done: Initial

TB	<input type="checkbox"/>	<input type="checkbox"/>	:	_____
FP	<input type="checkbox"/>	<input type="checkbox"/>	:	_____
PEP	<input type="checkbox"/>	<input type="checkbox"/>	:	_____

Original to Personnel File