



Wild Rose Public Schools

CAAMSE Recommendation for Hire

Please forward this completed form to the Human Resources Supervisor along with the Support Staff Information form and any attachments.

Shortlist and Interview:

Competition Number: _____

Work Location: _____

Shortlisted Candidates: _____

Members on Interview Committee: _____

Criteria used to Hire: _____

Successful Candidate:

Name: _____

Start Date: _____ End Date: *(if applicable)* _____

Type of Position: Regular or Temporary
 Full Time or Part Time

Total Assigned Hours from start date to June 30: _____

Grid Placement Recommendation: _____
(For Initial Hire – new to Wild Rose - please refer to AP 430 & attach copies of certificates & proof of prior experience)

Comments/changes from initial posting: _____

CAAMSE General Ledger coding:

Please provide the number of hours under the appropriate General Ledger coding:

	ECS	General	Admin	PUF	Total Hours
	200	300	310	210	
Number of Hours					

Signature
Location Manager/School Principal

Date

Office Use Only:	
_____ Human Resources Supervisor	_____ Date