

# KEENE INDEPENDENT SCHOOL DISTRICT

## Personnel Recommendation

School Year: \_\_\_\_\_

New Hire

Transfer

Stipend/  
Other

Resignation

Retirement

Release

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Location: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Professional

Paraprofessional

Auxiliary

Student Worker

**NEW HIRE:** (please attach application)

Start Date: \_\_\_\_\_ Person is replacing: \_\_\_\_\_  New Position

Interview Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assigned Mentor: \_\_\_\_\_

References Called:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auxiliary: Hours to Work \_\_\_\_\_  
Rate per Hour \_\_\_\_\_  
# Days to Work \_\_\_\_\_

**Stipends and/or Extra Duty:**

Extra Duty / Stipends: \_\_\_\_\_  
This stipend was formerly held by: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Annual Amount: \_\_\_\_\_

**Transfer:**

From (position): \_\_\_\_\_ To (position): \_\_\_\_\_  
Location: \_\_\_\_\_ Location: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
This person is replacing: \_\_\_\_\_  New position

**Other:**

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Separation:**

Last Work Date: \_\_\_\_\_ Exit Interview: \_\_\_\_\_  
Cleared to be released:  Yes  No

**Approval:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_