Administrative & Supervisory Recommendation to Hire

Office of Human Resources and Development
MONTGOMERY COUNTY PUBLIC SCHOOLS
45 W. Gude Drive, Rockville, Maryland 20850

MCPS Form 445-64
February 2016

INSTRUCTIONS: Please forward completed form with signatures to the Office of the Associate Superintendent, Human Resources and Development. Upon receipt of your approval, signed recommendation, **OHRD will send you a template to use to draft your memorandum to the Board of Education (BOE), recommending appointment of your chosen candidate.**

Office_____

Department_____

Division_____

Unit_____

Selected Candidate Information

Name _____ Current Position _____

Current Dept./Div./Unit_____ Current Office _____

BOE Appointment Date ____/____/_____ Effective Date of Hire ____/____/_____

Job Title _____ Job Code/Sequence # _____

Position # _____ Process Level _____

Name of person being replaced_____

Interview Panel ☐ Interview ☐ Dialogue # of candidates interviewed _____ Date ____/____/_____

Participants (present at interview/dialogue)	Position/Location

Approvals. **Signatures required below per your office protocol only.**

Department Director Signature _____ Date_____/_____/_____

Associate Superintendent Signature _____ Date_____/_____/_____

Deputy/Chief Academic Officer Signature _____ Date_____/_____/_____

Chief Operating Officer Signature _____ Date_____/_____/_____