

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Administrative & Supervisory Recommendation to Hire

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

**INSTRUCTIONS:** Please forward completed form with signatures to the Office of Human Resources and Development.

**Office**

Hiring Manager \_\_\_\_\_

Hiring Manager Assistant \_\_\_\_\_

**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)**

check here if additional names on page 2

**Position/Location**

Participants (present at interview/dialogue) <input type="checkbox"/> check here if additional names on page 2	Position/Location

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

Hiring Manager Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Associate Superintendent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chief Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

