

TO: Homero Rodriguez, Deputy Superintendent of Schools

CC: Dalila Garcia-Castro, Assistant Superintendent of Curriculum & Instruction
Dr. Joann Fey, Assistant Superintendent of Admin & Human Resources
Frances Barcenez, Executive Director of External Programs & Student Services
William Baker, Executive Director of Human Resources

FROM: _____

DATE: _____

RE: External New Hire Position - _____

I would like to recommend _____ for the position of _____ for the _____ school year. _____ will be paid with external funds, for the duration of employment. All Human Resource protocol was followed and employee was informed that if a recommendation was made HR would be contacting the applicant for position acceptance. The campus/depart. has informed External Programs of the _____ and verified that job description, account code and funding are correct. The account code for this position is _____.

Choose a position type and fill in the necessary information for hiring purposes.

Position Type: _____

Start Date: _____

End Date: _____

Classification: _____

Please consider this applicant for the above position.