

# Mannheim District 83 Staff Requisition and Recommendation

HR only: Posting Number \_\_\_\_

## **REQUISITION**

Job Title:	Location:
Grade/Level:	Start Date:
Date posting to close:	<input type="checkbox"/> Anticipated Position

<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	Hours/day:	Days/week:
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<input type="checkbox"/> School Year Only	<input type="checkbox"/> 10 mo.	<input type="checkbox"/> 12 mo.	<input type="checkbox"/> Seasonal
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<input type="checkbox"/> New Position	reason:	<input type="checkbox"/> Enrollment	<input type="checkbox"/> Program Change
<input type="checkbox"/> Replacement for:			

## **Qualifications/Skills**

Certificate/License:
Endorsement:
Language:
Other:

Name of Administrator Completing Form:
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(Form to be submitted to Human Resources for position to be posted. Form will be returned to building for completion.)

## **RECOMMENDATION** (To be completed and returned to Human Resources after a candidate is chosen.)

Recommended Candidate	First	Last
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Attached to Recommendation

<input type="checkbox"/> Interview Notes	<input type="checkbox"/> Phone reference notes	<input type="checkbox"/> Other
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Signature of administrator making recommendation

Date