

Dedham Public Schools HIRE RECOMMENDATION FORM

The following person is a (choose one):

- New employee recommended for employment with Dedham Public Schools
- Current employee whose status is changing

Name (Last, First)	
Position/Assignment	
Certified (Yes/No):	
Start Date:	
End Date:	
Location/School:	
Replacing:	
Comments/Reason for hiring:	

Checklist:
<ul style="list-style-type: none"> <input type="checkbox"/> Resume <input type="checkbox"/> License/Certification <input type="checkbox"/> Letters of Reference <input type="checkbox"/> Original Sealed Transcripts (New Teachers)

For Paraprofessionals:
<ul style="list-style-type: none"> <input type="checkbox"/> Inclusion <input type="checkbox"/> 1:1 <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Library <input type="checkbox"/> PreK/K <input type="checkbox"/> 5th Prep <input type="checkbox"/> CERTIFIED <input type="checkbox"/> NOT CERTIFIED

CHANGE IN STATUS (Please share information regarding current employee who is changing positions or locations):

Please provide the list of finalists interviewed:	Please provide the names of references you contacted:

Department Head/Director	_____	Date:	_____
Principal	_____	Date:	_____
Superintendent	_____	Date:	_____
Asst. Supt. for Bus. & Fin.	_____	Date:	_____

For completion by Business Office/HR:

Salary:
Lane:
Step:

- CORI
- Fingerprints
- Ethics Certificate
- Cancelled Check

Rec-to-Hire Procedures

New Hire:

1. The Recommendation to Hire form must be filled out and signed by the building principal and director/department head.
2. Once department head/director and principal signatures are received, please forward the completed form to the Administrative Assistant To The Superintendent (Amy Hicks).
3. The Administrative Assistant To The Superintendent will contact the candidate and request a final interview with the Superintendent (Mike Welch).
4. Once the Superintendent approves the hire, the recommendation to hire form is sent to the Human Resources Administrator (Kathy O'Leary).
5. Upon receipt of original transcripts, licensure confirmation, resume, and reference letters, a final offer letter will be sent (***pending CORI and fingerprinting background check***) to the employee with a salary identified.
6. Once the employee signs and returns the offer letter, the employee is hired!
Until the offer letter is signed and returned, the position is not filled.
7. The Human Resources Administrator will contact the newly hired employee and begin the on-boarding process.

Status Changes for Current Employees:

(location changes, changes in schedule, temporary/permanent changes in assignment, additional assignments)

1. The Recommendation to Hire form must be filled out and signed by the building principal and director/department head.
2. Once department head/director and principal signatures are received, please forward the completed form to the Human Resources Administrator (Kathy O'Leary)
3. Human Resources will discuss salary/wages with the employee and an appointment letter will be provided.
4. Once the employee signs and returns the appointment letter, the employee is reassigned.
5. The Human Resources Administrator will contact Payroll, Principal, Department Heads, etc. with the official date of the reassignment.