



BOARD OF EDUCATION  
Ferrell Blair  
Brandon Brooks  
Joe Franklin  
Becky Grubbs  
Cathy Hunt  
Tanya Jones-Cameron  
Rev. Allen Simpson

### **How to Complete the Personnel Recommendation Form**

This form is located online at Troup.org, under Forms & Links, Human Resource Forms. A Personnel Recommendation Form must be completed whenever the following occurs:

- a new person is hired
- a 49% employee is hired (must be done annually for retirees)
- a position is being replaced by someone else; note name of person replaced
- an existing employee is transferred to another grade level in your building
- an existing employee is transferred to another position within your building
- an existing employee is transferred to another building from your building
- an existing employee's hours or days to work change
- funding sources change for an existing employee
- an employee resigns or is terminated

The person's name, location, position, grade (if applicable), subject area (if applicable), the beginning date of employment or the date the change takes effect, and the funding source should always be written on the form.

**At least two references should be checked for all new hires. The system is striving to hire only "Professionally Qualified" individuals requiring that status. The recommending administrator is to double check an applicant's qualifications to determine if they are meet all "Professional Qualifications" and sign off on this requirement.**

**The hours per day worked and the normal work days per year must be entered for non-certified employees. Individuals will be placed on the appropriate salary schedule at a level of "0" years of experience until written verification of experience is received and reviewed by the review committee.**

All appropriate departmental signatures should be affixed before the form is presented to the Human Resource Office for action. (Example: a new Exceptional Education para-pro going to GNMS, would require Kelly Adams' signature and Kitty Crawford's before coming to HR). ALL Exceptional Education must be signed by Kitty Crawford, before coming to HR.

Feel free to call the HR Office for any follow-up questions that you may have.

3/18/2021

**Derek G. Pitts, Chief Human Resource Officer**

[pittsdg@troup.org](mailto:pittsdg@troup.org) / [troup.org](http://troup.org)

100 North Davis Rd, Building C / LaGrange, Georgia 30241

Office: 706.812.7900 / Fax: 706.845.4380

