



# CENTRAL CONSOLIDATED SCHOOL DISTRICT

"A Community of Learners Dedicated to Building Lives"  
 CCSD Administration Complex • Human Resources Department  
 P.O. Box 1199, Shiprock, NM 87420 • 505-598-1018 Fax 598-1019

## EMPLOYMENT RECOMMENDATION COVER SHEET

1. Date:
2. Person Being Recommended:
3. Position:
4. DAC:
5. Job ID Number:
6. Replaces Employee:
7. Person submitting packet:
8. **Required Documents:**
  - A. **Email Hiring Packet to Shayne Tsosie and Candice Mitchell with the following in subject line: RECOMMENDATION PACKET FOR (PERSON RECOMMENDING) FOR (POSITION) AT (SCHOOL)**
  - B. **Order documents as follows:**

Packet Item	Check
<b>A. Employment Recommendation Cover Sheet</b>	<input type="checkbox"/>
<b>B. Candidate Recommendation Form</b>	<input type="checkbox"/>
<b>C. Reference Check – (2) from previous employer OR (1) if current district employee</b>	<input type="checkbox"/>
<b>D. Interview Committee Sign-In</b>	<input type="checkbox"/>
<b>E. Assurance of Confidentiality – 1 per interview committee member</b>	<input type="checkbox"/>
<b>F. Candidate Strength/Weakness Comparison</b>	<input type="checkbox"/>
<b>G. Interview Questions/Notes – 1 per candidate per interviewer</b>	<input type="checkbox"/>
<b>H. Rubric</b>	<input type="checkbox"/>
<b>I. Selected Applicant's Application</b>	<input type="checkbox"/>
<b>J. Job Description</b>	<input type="checkbox"/>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*\*HR enters ALL PARs\*\*