



# 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

## NEW HIRE RECOMMENDATION

### COMPLETION OF CANDIDATE REFERENCE CHECKS

1. Complete *Form - C. Confidential Reference Check*. Form may be downloaded from:
  - a. First Class e-mail file path: **District Forms File (2) > Human Resources > Employment > New Employee > C. Confidential Reference Check**
  - b. **OR** on **pages 216 – 217 of Section G: Personnel Policies** in the CCSD School Board Policy Manual
2. Complete three reference checks on all new hires and minimum of one reference check on internal employees
  - a. Per CCSD Board Policies G-3450/G-3461 (Professional Staff Hiring) and G-7650/G-7651 (Support Staff Hiring) *Two (2) persons should be contacted at each past employer if possible (any exceptions should be documented) – pg. 158 & pg. 214*
3. Print and sign each completed Confidential Reference Check form

### SUBMISSION OF NEW HIRE PACKET

1. Complete the following forms – *forms in red type must be included in new hire packet*:
  - a. *A. Employment Recommendation Cover Sheet*. Fill out all information and check boxes to confirm the following documents are included in the packet:
    - *B. Candidate Recommendation Form*
    - *C. Reference Check – (3) from previous employer or minimum of (1) for current CCSD employee*
    - *D. Interview Committee Sign-In*
    - *E. Assurance of Confidentiality – (1) per interview committee member*
    - *F. Candidate Strength/Weakness Comparison*
    - *Interview Questions/Notes – (1) per candidate, per interviewer*
    - *Rubric*
    - *Selected Applicant's Application*
    - *Job Description*



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### **SUBMISSION OF NEW HIRE PACKET - continued**

2. Scan and e-mail complete packet:
  - a. To: Human Resources Supervisor - Candice Mitchell, [mitcc@centralschools.org](mailto:mitcc@centralschools.org) AND Human Resources Confidential Clerical - Shayne Tsosie, [tsossh@centralschools.org](mailto:tsossh@centralschools.org)
  - b. E-mail subject line should read: **RECOMMENDATION PACKET FOR (person recommended) FOR (position being filled) AT (School)**
3. If known, Hiring Supervisor indicates target start date for the new employee in e-mail with hiring packet.

### **HUMAN RESOURCES EMPLOYEE PERSONNEL ACTION REQUEST (PAR)**

Upon receipt of the New Hire Packet, Human Resources must notify CCSD administration of the intent to hire with a 24-hour notification. HR enters the new employee PAR for approval at the completion of 24-hours.

PAR approval to hire the new employee is received by HR. HR will contact the Hiring Supervisor to notify of approval and obtain target hire date.

HR continues new hire and on-boarding process with the new employee.

### **HIRING MANAGER FOLLOW-UP WITH UNSUCCESSFUL CANDIDATES**

1. After notification of new hire PAR approval, Hiring Supervisor notifies unsuccessful candidates interviewed of selection made
  - a. Notification via personal phone contact OR
  - b. Notification via e-mail
2. If there is NO selection of a successful candidate, Hiring Supervisor contacts HR to request re-posting and advertisement of vacant position.