



Central Consolidated School District

HUMAN RESOURCES DEPARTMENT

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 Tanya Amrine with the following in subject line: RECOMMENDATION PACKET FOR (PERSON RECOMMENDING) FOR (POSITION) AT (SCHOOL)**
 - b. **Order documents as follows:**

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

Signature: _____

Date: _____