

NEW HIRE RECOMMENDATION

COMPLETION OF CANDIDATE REFERENCE CHECKS

1. Complete *Form - C. Confidential Reference Check*.
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*
2. Scan and e-mail complete packet:
 - a. To: Human Resources - Shayne Tsosie, tsossh@centralschools.org and [Tanya Amrine, amrit@centralschools.org](mailto:amrit@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.

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.