

Please complete this form when interviewing for any support staff position. After completing all interviews, please send the Employee Selection Review Form to the appropriate supervisor for approval and a copy to the Department of Human Resources. **Please note that offers for employment can only be made by the Department of Human Resources.**

EMPLOYEE SELECTION REVIEW FORM

SCHOOL _____

AREA OF VACANCY _____

(If Special Ed., indicate area e.g. LD, MR, etc.)

PRINCIPAL/DESIGNEE _____

NEW

REPLACEMENT FOR:

SEX

RACE

LIST BELOW ALL CANDIDATES INTERVIEWED

	<u>NAME</u>	<u>DATE OF INTERVIEW</u>	<u>SEX</u>	<u>RACE</u>	<u>AREA(S) OF CERTIFICATION</u>
1.					
2.					
3.					
4.					
5.					
6.					

INTERVIEWED BY

TITLE

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

TOP THREE CHOICES: (Order of Preference)

1. _____
2. _____
3. _____

JUSTIFICATION FOR FIRST CHOICE: _____

PLEASE LIST THE NAMES AND TITLES OF THE REFERENCES YOU CHECKED.

APPROVAL

DATE

Principal/Unit Manager	_____	_____
Director/Supervisor	_____	_____
Asst. Supt. for Curriculum & Instruction	_____	_____
Director of Human Resources	_____	_____
Superintendent (Over Budget Only)	_____	_____