

West Sonoma County Union High School District  
**HIRING DOCUMENTS PACKET**

For Position \_\_\_\_\_ Site \_\_\_\_\_

Administrator/Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**PROCEDURE:**      **Please complete process within ten days of above date.**

1. Develop and attach criteria for position.
2. Paper screen all attached applications using enclosed paper screening tool. The Human Resources Office will notify applicants not selected for an interview.
3. Select candidates for interview and list on Interview Schedule.
4. Oral Interviews:
  - Train interview committee on interview process and candidate rating.
  - Hold oral interviews of selected candidates.
  - Committee members complete Oral Interview Rating.
5. Rate candidates. Notify Human Resources Office of candidates being reference checked.
6. Conduct reference checks using enclosed Reference Check form. Immediately upon completion, send form(s) to Human Resources Office.
7. Complete below and return with all applications and supporting documents.

<b>Based on results from an oral interview and reference checks, I recommend the following:</b>	
<b>Candidate Name:</b>	_____
<b>Position:</b>	_____
<b>FTE:</b>	_____ <b>or Hours per day:</b> _____
<b>Lead Administrator Signature:</b>	_____ <b>Date:</b> _____

**FOR OFFICE USE:**

- \_\_\_\_\_ Classified Position, step placement: \_\_\_\_\_
- \_\_\_\_\_ Letters to applicants not interviewed
- \_\_\_\_\_ Candidate scheduled for HR meeting
- \_\_\_\_\_ Employee Hire Date