



## New Hire Cover Sheet

**To: Human Resources**

**From:**

**Applicant's Name:**

**Position:**

**Packet must contain:**

Personnel Action Form (New to District)

**OR**

Employee Status Change Form (Current Employee)

Resume

OLAS Application/Classified Application

Telephone Reference Checks (conducted by Administrator)

Current Supervisor (required)

Second Supervisor (required)

Third Reference (knowledgeable about work/employment history/qualifications)

Interview Materials – questions, notes, demo lesson ratings

Search Leader's Rationale and Recommendation (see next page)

**For HR Use only - Internet Search Completed**

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## New Hire Cover Sheet

Search Leader's Rationale and Recommendation  
*(This page will accompany the finalist's resume in the Board of Education packet.)*

**Position:**

**Number of Applicants:**

**Number of Candidates Interviewed:**

**Search Leader's Written Recommendation for Finalist:**

**Search Leader's Rationale for Recommendation:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_