



Human Resource Services

Certificated Interview Team Report and Recommendation

VACANCY #: _____

Hiring Manager:	Interview Site:	
Vacant Position:	Interview Date:	
PLEASE PRINT INTERVIEW TEAM MEMBERS		
Name: _____ (SCTA Unit Member)	GENDER	ETHNICITY
Title: _____	<input type="checkbox"/> Male	
	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
Name: _____	<input type="checkbox"/> Male	
Title: _____	<input type="checkbox"/> Female	
LIST CANDIDATES REFERRED BY HR WITH STATUS, I.E, NO SHOW, DECLINED INTERVIEW, ETC.		
CONFIDENTIALITY AGREEMENT		
<p>The purpose of this interview team is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of this team must be based on the highest ethical standards of the education profession. Interview team members agree not to contact references of candidates nor discuss candidates with others. By signing this document, interview team members agree to adhere to strict confidentiality with regard to the interview process which includes names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions.</p>		
INTERVIEW TEAM RECOMMENDATION/PHONE/STATUS (NEW, FORMER SUB, PERM, OR OTHER)		
<p>The following applicant is an acceptable candidate and is to be offered the position.</p>		
NOTIFICATION OF NON-SELECTED CANDIDATES (Check when complete)		
<p><input type="checkbox"/> Phone Notification <input type="checkbox"/> Notification: Hiring Manager <input type="checkbox"/> Notification: Human Resource Services</p>		
Signature of Hiring Manager:	Date:	