

HIRING REMINDERS

What needs to be sent to the Assistant Superintendent for Personnel & Talent Development:

- Prior to first interview
 - List of committee members
 - List of candidates being interviewed
 - List of questions being used for interview
 - Timeline and dates/times for training and interviews
- After the last interview
 - Delta sheets & questions sheets for each person interviewed
 - ***These must be saved for 3 years following the interview.***
 - Reference sheets submitted via Informed K12
 - At least one reference must be from a recent supervisor
 - Recommended candidate(s) name(s)

Reminders:

- Only candidates with complete applications or approval from Central Office will be interviewed.
 - Complete Signed Applitrack Application
 - Cover letter, resume, 3 letters, certification, transcripts
 - You can check certification 3 ways:
 - Look at certification in Applitrack
 - <http://sdeportal.ct.gov/CECSFOI/FOILookup.aspx>
 - Call State Certification Office at 860-713-6969
 - You will need SS# or EIN#
 - When in doubt, contact Personnel Office
- Feedback given or attempted to be given to all candidates interviewed.