



**Westport Community Schools
NEW Staff Recommendation Checklist**

Name _____

Position _____ **School** _____

To Be Completed at Building Level

- Personnel Action Form (form located on “O” drive Pending Interview File)
- Letter of Intent from the Applicant
- Resume from the Applicant
- Transcripts
- Copy of Massachusetts Certification (or) Proof of Eligibility, MTEL Scores (pass or fail from ELAR), if applicable
- Reference Checks
- Forward to Director of Special Education, if approval is needed
- List of applicants interviewed including resumes
- List of interview questions and responses

Completed by _____
Date _____

To Be Completed at Human Resources

- Schedule Interview
- Personnel Action Form Completed with Support Documents attached, forwarded to Human Resources after interview
- Completed CORI Request Form with Copy of Positive Photo ID
- Complete PAF located on “O” Drive pending interview file
- Thank you letter
- Appointment Letter
- Help Desk Ticket to Technology (include position, who they are replacing, dates of effect, and room number if known)
- Add to Subfinder
- Add to MMS
- New Hire Packet

Completed by _____
Date _____