

# INTERVIEW/HIRE CHECK LIST

(attach to printed application)

1. \_\_\_ All veterans, employees of the district and qualified applicants were interviewed.
2. \_\_\_ I contacted HR.
3. \_\_\_ I called all former employees and asked the background questions (attached to application).
4. \_\_\_ I know that the paraprofessional has either an AA degree, 60 hours of college credit, or has passed the paraprofessional exam (A para cannot be offered a job without one of these).
5. \_\_\_ I called the Superintendent.
6. \_\_\_ I offered the job but told the applicant that the job offer is not final until all background checks are completed, this includes fingerprinting and drug testing.
7. \_\_\_ Teacher offered a position that places them in an out of field position was given a thorough explanation of what being OOF means and involves.
8. \_\_\_ Teacher offered a Time limited position was told that the dates are approximate.
9. \_\_\_ I sent the appointment form to HR. Once HR receives the appointment form, HR will contact your new hire to schedule a time for fingerprinting and other. We cannot see them until we have the appointment form.