

NEW HIRE SUPPORT STAFF CHECKLIST

Name: _____ Position: _____

I would like to recommend the above candidate for hire as a support staff at my site. I have completed the checklist and will include this form with my Epar along with any additional documentation required below.

Tier I Candidate

- ☐ Application is complete in regard to dates (minimum of ten years of work history/gap statement), jobs, supervisors' names and supervisors' contact information (email and telephone number). If not, we have had them complete the Employment Verification form (attached with Epar)
- ☐ The candidate is aware of the salary schedule and understands the maximum hiring range, direct all questions to HR
- ☐ The gaps of employment have been explained
- ☐ The candidate has not been involuntarily terminated or asked to resign or resigned in lieu of termination from employment of another school district
- ☐ The reason for leaving the last employment reasonably makes sense
- ☐ The candidate has a fingerprint clearance card or has begun the process
- ☐ The candidate has stated that they are legal to work in the US
- ☐ The candidate has no criminal offenses noted on the application and confirmed verbally in the interview
- ☐ Supervisor has contacted the current (or most recent) supervisor to verify employment dates and quality of performance (Verification is attached to Epar)
- ☐ If candidate previously worked for CUSD, supervisor has been contacted former supervisor for reference check (Verification is attached to Epar)
- ☐ The candidate has been notified that they have been recommended to Human Resources

Tier II Candidate

If you are unable to check off all boxes above, please contact Kathleen Jett to discuss potential challenges prior to verbally recommending candidate.

Signature

Date