

OXFORD PUBLIC SCHOOLS

PROFESSIONAL STAFF NEW HIRE PACKET CHECKLIST

Note: After completing and submitting the electronic "Intent to Hire - Professional Staff" form, please attach this New Hire Checklist as the cover sheet to the new hire packet with all documents in the order in which they appear in the list below. No appointments will be scheduled with a prospective candidate to meet with the Superintendent of Schools unless the new hire packet is complete.

Date of Submission: _____

Administrator: _____

Candidate Name: _____

Position Title: _____

Building: _____

Initial Interview Date: _____

Interviewed By: _____

1. _____ Cover Letter/Letter of Interest
2. _____ Current Resume
3. _____ SchoolSpring Application Packet
4. _____ Official Transcript(s) w/College or University insignia * OR *
_____ Unofficial copy of VERIFIED SchoolSpring transcript(s) for ALL Degrees
5. _____ Massachusetts Certification: _____
6. _____ Reference Letters (minimum 3 - recent within last 2-4 years)
7. _____ Reference Response Summary
(minimum 2, preferably 3 - 1 must be a former immediate supervisor)

I recommend this candidate and certify that all required documents are attached and the reference checks have been completed.

Administrator's Signature

Special Notes: Do not speak about salary with candidate.
Do not confirm whether candidate is hired/not hired.
You may send more than one finalist, if appropriate.
Recommend only Massachusetts certified candidates.
Call Superintendent ahead of time if you need to discuss a candidate.

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REFERENCE RESPONSE SUMMARY

When telephoning another organization to conduct a reference check, be sure to introduce yourself, giving your name and title, where you are calling from, and explain the reason for your call. Give the individual the name of the applicant, the position they are applying for, and confirm the dates of employment with their organization.

Applicant Name: _____

Position Applying For: _____

REFERENCE CHECK #1

Name: _____ Relationship: _____

Telephone: _____ Date Contacted: _____

NOTES: _____

REFERENCE CHECK #2

Name: _____ Relationship: _____

Telephone: _____ Date Contacted: _____

NOTES: _____

REFERENCE CHECK #3

Name: _____ Relationship: _____

Telephone: _____ Date Contacted: _____

NOTES: _____
