

# 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: \_\_\_\_\_

Position Title: \_\_\_\_\_

Building: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interviewed By: \_\_\_\_\_

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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)

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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 talk 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.