



**Weston Public Schools**  
**Interviewing Activity & Appointment Recommendation**

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

SchoolSpring ID: \_\_\_\_\_

Name of Incumbent: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Screening Committee: \_\_\_\_\_

Number of Applicants: \_\_\_\_\_

Number of WPS Applicants: \_\_\_\_\_

Candidates Interviewed:

<b>Name</b>	<b>Date</b>	<b>Length of Interview</b>

Please use reverse side for additional names if appropriate.

Recommended Candidate: \_\_\_\_\_

Person completing this form: \_\_\_\_\_



**Weston Public Schools  
Employment References**

Recommended Candidate: \_\_\_\_\_

SchoolSpring ID: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

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

Relationship to Candidate: \_\_\_\_\_

Date: \_\_\_\_\_ Caller Initials: \_\_\_\_\_

Comments:


Person Contacted: \_\_\_\_\_

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

Relationship to Candidate: \_\_\_\_\_

Date: \_\_\_\_\_ Caller Initials: \_\_\_\_\_

Comments


Person Contacted: \_\_\_\_\_

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

Relationship to Candidate: \_\_\_\_\_

Date: \_\_\_\_\_ Caller Initials: \_\_\_\_\_

Comments




**Weston Public Schools  
Interviewing Checklist**

Please attach to completed package of information and return to Central Office

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

School/Spring ID: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

School: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Recommended Candidate: \_\_\_\_\_

<b>Items for Recommended Candidate (Hiring Manager's Responsibility)</b>	
	Cover Letter
	Resume
	Copy of Certification, if applicable
	Transcripts: Undergraduate/Other
	Transcripts: Graduate/Other
	Letters of Reference
	3-5 Employment References Completed
	Interviewing Activity & Recommendation Form - Completed & attached
	Recommended Starting Date

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**To be completed by the Superintendent:**

Position Offered:

Position Not Offered:

Tentative Lane: \_\_\_\_\_ (Subject to verification of official transcripts)

Step: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_