



Wild Rose Public Schools
Certificated Teaching Staff
Summary of Hiring for Teachers/Administrators

Date: _____

Competition Number: _____

School: _____

Shortlist Process

Members on shortlist committee:

Criterion used to shortlist candidates:

Shortlisted Candidates:

Interview Process

Members on interview committee:

Criterion used to evaluate candidates

Please attach to this summary and forward to Division Office, c/o Deputy Superintendent:

___ Resume of successful candidate

___ Contract Status Recommendation Form

___ Administrator Designation Recommendation Form (if required)

The Principal should advise the successful candidate that the additional documentation will be required by Human Resources Department including:

- Teacher Qualification Service (TQS) Statement
- Verification of Teaching Experience (form will be sent with letter/contract)
- Criminal Record Check (original and current within six months)
- Intervention Record Check (original and current within six months)
- Teaching Certificate

RECOMMENDATION OF PRINCIPAL/HIRING COMMITTEE: _____

Name of successful candidate

Principal/Hiring Committee signature

Date