



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

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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

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RECOMMENDATION OF PRINCIPAL/HIRING COMMITTEE: \_\_\_\_\_

Name of successful candidate

\_\_\_\_\_  
Principal/Hiring Committee signature

\_\_\_\_\_  
Date