



**Horizon School Division
Certificated Teaching Staff
Summary of Hiring for Teachers/Administrators**

Date: _____ Competition Number: _____

Position: _____

School: _____

Shortlist Process

Members on shortlist committee: _____

Criterion used to shortlist candidates (feel free to attach profile): _____

Shortlisted Candidates: _____

Interview Process

Members on interview committee: _____

Criterion used to evaluate candidates (feel free to attach interview questions): _____

Reference checks

Person Contacted	Date	Organization	Role	Relationship with Applicant

Individual under contract (or verbal offer) with another jurisdiction? No Yes
Where: _____ Phone: _____

Please attach to this summary and forward to Division Office, c/o Associate Superintendent, Programs & Human Services:

- ____ Resume of successful candidate
- ____ Contract Recommendation Form
- ____ Administrator Designation Recommendation Form (if required)

RECOMMENDATION OF PRINCIPAL/HIRING COMMITTEE: _____
Name of successful candidate

Principal/Hiring Committee Chair Signature

Date