



WASHOE COUNTY SCHOOL DISTRICT
Human Resources Division

JOB FOLDER CHECKLIST

REVIEW BEFORE RETURNING TO HUMAN RESOURCES

Enclosed are the following completed forms and information regarding the advertised position, together with the appropriate job folder:

- _____ Roster of Applicants and their applications/letters of intent/resumes
- _____ Confidentiality Agreements for each Committee Member
- _____ Each Committee Member's Paper Screening Ranking Form
- _____ Committee Chairperson's Paper Screening Ranking Form
- _____ Interview Schedule
- _____ Each Committee Member's Interview Questions Rating Sheet
- _____ Each Committee Member's Interview Ranking Sheet
- _____ Committee Chairperson's Interview Ranking Sheet
- _____ Other testing documents (if required of interviewees)
- _____ Verification of Employment Form (new hires) or Reference Check Form (optional for WCSD employees)
- _____ Requisition Form – Signed/Approved
- _____ If applicable, the Recommendation to Hire and Pre-Employment Understanding forms for new certified employees. These forms can be obtained at school site.
- _____ Return ALL applications with job folder.
- _____ As soon as approval from Human Resources received, I **will** notify the interviewees of the selection.
- _____ Human Resources, please send a letter to those applicants who were not chosen for an interview.

Additional comments:
