

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL
INTERVIEW/RECOMMENDATION FORM**

FORM 3

Site: _____ Position _____ Personnel Req. No. _____

I. INTERVIEWS:

Transfer Requests: "The immediate supervisor of the operating unit where the vacancy exists shall interview all applicants who meet the qualifications and criteria identified in the vacancy notice. The Principal is not required to interview a candidate if the candidate was interviewed by that principal for the same position the previous year." Article 9.4.3.

Check one:

- ☐ I have contacted all qualifying transfer requests in the interview process
☐ There were no qualifying transfer requests for this position.

II. Interview Committee: a) _____ b) _____
c) _____ d) _____ e) _____

III. Reference Checks:

Applicant being recommended should have a minimum of two (2) references checked. Two Form 4: Employment Telephone References for the recommended applicant **MUST** be attached to this form.

NOTE: References **may not** be any of the interview committee members.

IV. Results/Record:

After the interviews have been held and references completed, list below in rank order the names of those applicants you interviewed. Also indicate candidates who were invited to an interview, but declined.

	Name in Rank Order	Interview Date	Declined Interview	Reference Checks
1)				
2)				
3)				
4)				
5)				
6)				

	Name in Rank Order	Interview Date	Declined Interview	Reference Checks
7)				
8)				
9)				
10)				
11)				
12)				

V. Principal/Administrator Recommendation:

I recommend _____ be approved for employment for the following reasons:

Site Administrator Signature

Date

-----**HUMAN RESOURCES USE ONLY**-----

VI. Fingerprints Received _____

Contract Type _____

VII. Approved ☐ **Denied** ☐

Director, Certificated Personnel

Assistant Superintendent Chief Human Resources Officer

Date