

HUNTINGTON UNION FREE SCHOOL DISTRICT
Office of Human Resources

PERSONNEL SELECTION COMMITTEE – SUMMARY REPORT
(Confidential)

TO: _____, *Personnel Selection Committee Chairperson*

FROM: *Office of Human Resources*

Please return this form to the Office of Human Resources, along with all other relevant materials, when you have completed the selection process.

POSITION TITLE: _____

Level: K-6 _____ 7-8 _____ 9-12 _____ Other _____

1. Number of qualified applications reviewed for this position: _____
2. Number of individuals pre-screened for this position: _____
(Pre-screening includes a 5-10 minute screening and may include a writing sample.)
3. Number of candidates interviewed for this position: _____
4. Rank all candidates in order of preference:

1) _____	7) _____
2) _____	8) _____
3) _____	9) _____
4) _____	10) _____
5) _____	11) _____
6) _____	12) _____

5. List Personnel Selection Committee members with signature for each:

1) _____, Chairperson,	_____
	<i>Signature</i>
2) _____, please sign:	_____
3) _____, please sign:	_____
4) _____, please sign:	_____
5) _____, please sign:	_____
6) _____, please sign:	_____
7) _____, please sign:	_____

Date Submitted: _____