

SAUSALITO MARIN CITY

SCHOOL DISTRICT

Affirmative Action Selection Report

Position: _____ Hours: _____ *FTE: _____

*To calculate FTE for Classified hires, divide work hours by eight (8). For Certificated hires, divide by six (6).

This position is: Newly Created Reinstatement of hours Created by vacancy

If by vacancy, name and FTE of person leaving the District: _____

Application cutoff date: (see job posting) _____

Number of applicants: _____

Screening Committee Members

Interview Panel Members:

Interview Candidates:

Position offered to: _____ Accepted Pending

Start Date _____ ASAP

Notes:

Hiring Administrator: Please remember to return interview confidentiality agreement, interview questions and notes, candidate rating sheets, telephone reference check forms and all recruiting documentation with this form. Thank you.

Prepared by: _____ Date/Time _____

Requesting Administrator's signature authorization: _____

District Office use only:

Superintendent or DBO approval to hire: Granted Hold/Pending Denied

Signed by Superintendent, DBO or Designee only: _____