

**SALINAS UNION HIGH SCHOOL DISTRICT
PERSONNEL REQUISITION**

Escape No. _____ Range _____

School/Department: _____ Date: _____

Position Description: Job Title _____ Replacement for: _____

| | | | | | |
|--------------|-----|-----------|-----------|------------|--------|
| Certificated | New | Permanent | Temporary | Substitute | Summer |
|--------------|-----|-----------|-----------|------------|--------|

| | | | | | |
|------------|-----|-----------|------------|------------|--------|
| Classified | New | Permanent | Short Term | Substitute | Summer |
|------------|-----|-----------|------------|------------|--------|

Expected starting date _____ Hours/Day _____ Fr _____ To _____ Months per year _____

Funding Source/Acct. Code: _____

Special Requirements and qualifications: _____

Advertise position: In-district Only _____ In and Out _____

Program Director (If needed)

Principal/Department Head

Human Resources Approval: _____

Signature

Date

Date Position Opened: _____

CLASSIFIED INTERVIEW SUMMARY AND EMPLOYMENT RECOMMENDATION

SCREENING/INTERVIEW COMMITTEE:

Names

Title

Signature of Person in Charge of Interviews _____ Date _____

| Applicant's Name | Total Score | Applicant's Name | Total Score |
|------------------|-------------|------------------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Successful Applicant

Starting Date

Assistant Superintendent of Human Resources Date

Personnel Specialist II Date

Human Resources Only

Date Offered: _____ Accepted Yes No Notes: _____

Date Offered: _____ Accepted Yes No Notes: _____