



Bristol Public Schools
Talent Management Office

Candidate Hiring Process

Upon completion of the interviews for the position, please complete the process below for the desired candidate. This should be done for all certified and non-certified positions.

This form/process should be used for external candidates new to the district and for any internal candidates switching outside of their current role (ex. a paraeducator becoming a secretary).

Important Note: If any candidates require a DSAP, the hiring manager must meet with the Director of Talent Management before completing the Recommendation to Hire form.

1. [Complete the Candidate Rating Form](#) - A new template has been created and linked into this document to include the information for all candidates and all members of the interview committee. *If additional space is needed, please create an additional form for extra candidates and/or interview committee members.*
2. [Complete Reference Checks for the Candidate](#) - (Must provide **3**) Please use the template linked into this document to complete the Reference Checks. Since the types of questions differ depending on the type of reference (previous employer/supervisor or professional experience), there are 3 spaces for each reference type.
 - a. *Please **DO NOT** use family members that are listed as references - request additional references from the candidate if needed.*
3. **Download Letters of Recommendation from Applitrak.** (Must provide **3**)
 - a. Please be sure to check the Applitrack Application when downloading Letters of Recommendation. ***The candidate's Applitrack Application must be COMPLETE before submitting Recommendation to Hire to OTM.***
4. [Complete the Recommendation to Hire Form via SeamlessDocs.](#) All of the forms listed above will be uploaded with the SeamlessDoc submission.

Your completed Recommendation to Hire Packet will be sent directly to OTM to begin processing in the order that it was received.