Administrative Hiring Instructions
(Human Resources, Recruitment Division)

Upon hiring an administrative candidate, complete and return the following forms* to Jacque Coram-Taylor, care of the Human Resources Department at the District Office (click on links below to go to forms):

1. Administrative Position Hiring Summary Form (P-131-0) – to be completed by the Committee Chairperson.

2. Equal Opportunity Employment Checklist (P-130) – to be completed by Equity Officer/Representative.

3. Reference Check Form – reference checking can be completed by the hiring department, or by a Director of Human Resources.

4. Recommendation for Administrative Employment Form (P-673-0) – completed by the hiring Vice President/Director to place hire on Board Agenda.

5. Additional documents to be forwarded to Human Resources:
   a. Interview questions with committee notations
   b. A blank copy of the interview questions
   c. Individual rating sheets
   d. Screening criteria
   e. Any writing samples used during the interview process
   f. Reference checks
   g. Copies of any letters sent to interviewed applicants not selected as a finalist

Questions?

Call Recruitment at (916) 568-3112, or e-mail Jacque Coram-Taylor at coramti@losrios.edu, or Brenda Balsamo at balsamb@losrios.edu.

* All forms can also be found online at http://www.losrios.edu/hr/HumanResourcesForms.htm