Classified Hiring Instructions
(Human Resources, Recruitment Division)

Upon hiring a classified candidate, complete and return the following forms* to Susan LaSage, Human Resources Department at the District Office:

1. **Classified Employment Form (P-137)** – to be completed by the Equity Officer/Representative.

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 Brenda Balsamo, Director of Human Resources.

4. Also to be returned:
   a. Interview questions
   b. Individual rating sheets
   c. Screening criteria

Questions?

Call Recruitment at (916) 568-3112, or e-mail Susan Lasage or Mellonie Richardson.

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