

SELECTION PACKET

Dear Principal:

Attached are the forms that you will need for the selection process for the indicated position.

The action steps are as follows:

- ✓ Determine if interviews will be held. If so, schedule them as soon as possible.
- ✓ If the interview committee members need additional information about the candidates, please contact the Personnel Department.
- ✓ After the selection process is complete, return the following forms to the Personnel Department:
 1. Signed Faculty Senate Form if Faculty Senate members participated;
 2. Signed Administrator Form;
 3. Teacher Selection Form indicating the interview committee members, the candidates who were interviewed, the recommended candidate, and the matrix used;
 4. Completed Interview Payroll form for any Faculty Senate member who completed the WVDE on-line interview training and participated in the interview process. (Each Faculty Senate member may be paid for up to three hours of interviewing at their daily rate provided the interview took place outside of the regular work day.)

Thank you in advance for your help in selecting the best educators for Logan County Schools.

Personnel Department