



Amador-Tuolumne Community Action Agency

Interview Committee Recommendation Form

Position:

ATCAA Program Area: Final Filing Date:

Prepared by: Date:
(Program Manager/Director, or designee)

**Step 1
of 4**

Interview Committee Members

A. The committee **must** have **at least** 3 people and include:

- a) The position's supervisor:
- b) A person with technical expertise in the job being filled:
- c) A person appointed by the Program Manager/Director, or designee:

B. For ECS positions, the committee **must also** include 1 to 2 parents appointed by the PPC or the PPC Chairperson (this person can also satisfy a, b, or c above):

- a)
- b)

NOTE: Scheduled interviews may proceed without PPC participants ONLY IF scheduled PPC participants cancel at the last minute and are unable to attend. If this is the case, please indicate such next to the name listed above.

C. Other Interview Committee members:

- a)
- b)

**Step 2
of 4**

List any applicants who were selected for interview but were not interviewed, and explain why:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

(continued on reverse)



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(continued from reverse)

**Step 3
of 4**

Recommendation for hire (*attach documentation of all reference checks. If references are already on file for this person, indicate on a reference check form and attach*):

a)

1) Recommending date of hire:

2) Recommending applicant to be hired at a step other than A?

No

Yes

What Step (up to step C only)

(Justification below):

3) Recommending previous time working in the same position (up to 60 days) to the introductory period?

No

Yes

How long (up to 60 days)

(Justification below):

Contingent upon completion of documents required per A-TCAA's policies and procedures, and upon subsequent PPC concurrence within 30 days for ECS positions, I approve the above recommendations without exception, unless noted below:

Executive Director: _____

Date: _____

**Step 4
of 4**

Recommendation for eligibility (*attach documentation of all reference checks*):

a)

b)

c)

*If reference checks for eligibility list will be coming under separate cover, check here:

Contingent upon completion of documents required per A-TCAA's policies and procedures, and upon subsequent PPC concurrence within 30 days for ECS positions, I approve the above recommendations without exception, unless noted below:

Executive Director: _____

Date: _____