

Policy Council/Committee Interview Approval

(Hot Sheet)

CF/ P-16 Revised 1/17

(mandatory)

This form documents the approval of the Policy Committee/Council of candidates recommended by interview teams for hire.

1. The interview team leader conducts the interview with required team members.
2. A copy of the Approval Form is filled out by the team leader and forwarded confidentially to the Head Start Governance and Community Specialist or the Family Community Services Specialist (for Policy Committee approvals) or (for Policy Council approvals).
3. The designated staff will take them to the next Policy Committee/Council for approval and signature of the Committee/Council Chairperson.
4. Once signed, the forms are returned to the interview team leader so that they can be sent to HR. A copy will be kept by the designated staff for filing. All names of candidates interviewed will be maintained confidential until the position is officially accepted and announced.