

Policy Committee Minutes

(Hot Sheet)

CF/P-17 Revised 1/17

(mandatory)

This form is to document the events and decisions made at an employee interview.

1. The interview team leader conducts the interview with required team members.
2. After the interview has been conducted, the interview team leader will complete the form indicating internal / external candidates interviewed, acceptable candidates in order of preference, and names of participants on the interview committee.
3. A copy of the Interview Committee Minutes will be forwarded confidentially to the Head Start Governance and Community Specialist or the Family Community Services Specialist for Policy Council approvals.
4. The designated staff takes the form to the next Policy Council for approval and signatures of Council Chairperson.
5. Once signed, the form is returned to the interview team leader so that it can be sent to HR. A copy will be kept for filing. All names of candidates interviewed will be maintained confidential until the position is officially accepted and announced.