

Policy Council Ratification of Assignment of Staff

(Hot Sheet)
CF/P-19 New 1/17
(mandatory)

This form documents the Ratification by the CCMHS Policy Council of candidates recommended by the interview teams for hire.

1. The interview team leader conducts the interview with required team members.
2. A copy of the Ratification of Assignment of Staff 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 Council approvals.
3. The designated staff takes them to the next Policy Council for approval and signature of 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 for filing. All names of candidates interviewed will be maintained confidential until the position is officially accepted and announced.