

COVENTRY PUBLIC SCHOOLS

**INTEROFFICE MEMO**

TO: Michael Convery, Superintendent

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Position Title: \_\_\_\_\_

Vacancy Number: \_\_\_\_\_

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On behalf of the screening committee, I respectfully submit the names of the following applicants as finalists for the subject position. The process our screening committee used directly linked our interview questions to the essential functions of the position. The finalists are submitted for your review with the consensus opinion that all of the candidates presented the necessary skills to perform the duties of the position.

NAME	SCORE	PHONE

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Superintendent Recommendation

\_\_\_\_\_  
Name of recommended candidate      Superintendent's Signature      Date

Appointment recommended to School Committee on this date: \_\_\_\_\_

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**HUMAN RESOURCES**

Effective Date of Action (the beginning of next pay period unless otherwise specified) \_\_\_\_\_

Step \_\_\_\_\_      Level \_\_\_\_\_      Hourly Rate or Salary \_\_\_\_\_