

**SCHOOL DISTRICT LETTERHEAD**

**Letter of Elementary School Screening, Interview, and Notice Procedures**

Date

Dear Candidate:

Thank you for applying for a position with the Fredonia Elementary School System!

We characteristically receive a large number of applications for each position we advertise. Invitations for interviews are extended to individuals whose credentials are exemplary and whose personal profiles suggest that they have the potential to successfully meet the objectives that exist for the position. Your participation in the interview process should be regarded as an indication of our respect for you as an applicant.

We have worked hard to insure that our interview and selection process is fair and based on sound professional standards. We would sincerely appreciate your respect for the integrity of this process. The guidelines that follow can help us insure this.

(1) Please do not contact any member of the interview team--either before or after the selection process is complete. We will provide you with notification of our decision as quickly as possible.

(2) During the initial interview process, finalists will be identified. These individuals will be invited to meet with the District's Superintendent.

(3) The ultimate selection of an individual to fill the vacant position(s) will be based on a consensus decision of a core team of teachers, building principals, and our superintendent. We have agreed to respect one another's insights and the consensus process; once made, the selection will be regarded as a team decision. We will not discuss the selection process with candidates or with individuals not involved in the process.

(4) Our successful candidate will receive notification of our decision by phone. All other candidates will receive notification by mail.

Thank you for your attention, your cooperation, and your interest in our school.

***- The Fredonia Elementary School Interview Team***