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| Jorge O. Elorza  *Mayor*  Christopher N. Maher  *Superintendent* | PSD_logo | Providence Public School District  School/Department Name  School/Department Address 1  School/Department Address 2  tel. PHONE  fax FAX  www.providenceschools.org |

**Memorandum of Hiring Process**

Hiring manager (name, title):

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|  |

Position being hired for (include posting number):

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|  |

Selection committee members (names, titles):

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Results of initial application/resume review:

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Date(s) phone interviews were conducted:

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Summary of selection/de-selection process following phone interviews:

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|  |

Date(s) face-to-face interviews were conducted:

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| --- |
|  |

Summary of selection/de-selection process following in-person interviews:

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If applicable, date final interviews were conducted:

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Summary of selection/de-selection process following final interviews:

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**Signature of Hiring Manager Date**