

4135R CLASSIFIED PERSONNEL PROCEDURES

Employment Process

The Assistant to the Superintendent for Human and Community Resources and Relations is responsible for managing employment procedures. Existing transfer/promotion provisions of appropriate unit contracts shall be fulfilled before outside candidates are recruited or considered. Regulations outlined below will apply as much as possible to the selection process for internal transfer/promotion. Strong efforts will be made to include at least one minority representative and provide for gender balance on all screening and interviewing committees.

Job Qualifications

Position requirements will be clearly defined and on file in the Human and Community Resources and Relations Office. Job descriptions shall include non-discriminatory specifications and qualifications which provide basic guidelines which include requirements for sufficient training, experience, and general suitability to enable the school district to employ competent, qualified persons.

Recruitment of Candidates

Advertisement of vacancies shall be the responsibility of the Administrator of Non-Certified Employees. Applicants may be recruited through referrals from Job Service, through advertisements in the local or other appropriate newspapers, and through referrals from the minority community.

Screening

The Human and Community Resources and Relations Office will determine which of the applications received by the district are complete and meet minimum qualifications and are, therefore, appropriate for screening. Screening will be done by a committee of at least two persons. The committee will assign each application a point total based upon the requirements of the job description and the needs of the particular position. Applicants with the highest point totals will be considered for interview.

Interviewing

The interview team will usually consist of four people and will be appointed by the appropriate administrator with approval of the Contract Administrator. The administrator will serve as the chairperson of the interview committee and will also be responsible for developing a set of questions to be asked during the interview. (These questions should be reviewed before the interviews by the Contract Administrator.) The Contract Administrator is responsible for scheduling the candidates for interview. Only if the incumbent for the position has been promoted to supervise the position may he/she be a member of the interview team when selecting his/her replacement.

During the interview, the committee members will assess the candidate's qualifications and acceptability for the position. After each interview, time will be allowed for committee members to record notes about the candidate. The chairperson will complete at least two telephone employment reference checks (with appropriate forms supplied by Human and

Community Resources and Relations) to confirm the qualifications of the top-rated candidate(s), and prepare a recommendation that reflects the committee's findings. The recommendation will be submitted to the Contract Administrator. If no candidate interviewed is recommended, further search for an acceptable candidate will be made.

The rating sheets from each committee member and a set of questions asked in the interview will be reviewed and kept in the Human and Community Resources and Relations Office. Committee members are expected to maintain confidentiality with regard to the screening and interviewing processes. Committee members will not discuss the screening or interview process with interviewees, candidates, or any others outside the selection process.

The Human and Community Resources and Relations Office will notify all candidates of the recommendation of the committee and submit the recommendation to the Superintendent for consideration and referral to the School Board. Wage will be determined according to the appropriate unit's contract provisions.

For positions with a high incidence of hiring, the Human and Community Resources and Relations Office may choose to complete a selection process on a periodic basis.

Applications in these cases will be screened, points totaled, and a list established from which hiring may be done at any time during the period. Efforts will be made in the future to apply the guidelines herein to those positions classified as hourly/temporary/part-time, thereby extending consistent practice to all areas of employment.

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