



## Posting/Interviewing/Hiring Protocol

1. Establish interview panel and conduct paper screening of resumes to qualify potential interviewees.
  - Panel should be representative of campus, department, etc.
  - Prior to the paper screening, you should develop a rubric listing vital credentials/years of experience, etc., that you believe are necessary qualifications of potential candidates so that your interview panel can fairly and consistently screen each candidate by the same standards.
  - Select 5-6 candidates for the interview process.
2. Develop interview questions by soliciting items from members of the interview panel and Human Resource Services.
3. Interview candidates.
4. If hiring for a paraprofessional or administrative position, e-mail Tracey Patton a copy of the candidate's resume for salary determination (resumes do not need to be sent for teachers).
5. Aurora Garcia will e-mail the new employee information about processing paperwork and other pertinent issues such as insurance, payroll, HR office hours, MTOP (teachers), paraprofessional certificates/fingerprinting (paraprofessionals).
6. If the employee is on a 226 duty day schedule, Tracey Patton will be available to provide information regarding that schedule, as appropriate.