



MORGAN HILL UNIFIED SCHOOL DISTRICT

15600 Concord Circle, Morgan Hill, CA 95037
Human Resources Division ~ (408) 201-6015 Fax: (408) 201-6026

PROCEDURES FOR HIRING

The following should be followed at all times when hiring for any position in the District.

- **Requesting to post the job:** Complete the appropriate Requisition for Personnel form. Sign it, fill in the budget number, and send it to Human Resources for processing.
- **Approving the request:** Approval or denial will be given related to the requisition in regard to position control as established. This approval or denial is reviewed by both Human Resources and Business Services.
- **Posting:** Human Resources will post the position once approval is received.
 - o **Certificated Postings** – posted internally for 10 days.
 - o **Classified Postings** – posted internally for 5 days / 15 days to the public.
- **Applicants:** All applicants for posted openings must have a completed application on file with the Human Resources office before being considered for an opening.
- **Reviewing certificated applications:** Once a posting has closed, the principal or Department Head should make arrangements with Human Resources to review the applications. Certificated applicants may be viewed online using EdJoin.com. HR will review all classified applications for further processing.
- **Interviews:** Call Human Resources to arrange an interview date and time.
 - o Certificated interviews – call Carolyn Bowers at 201-6022.
 - o Classified interviews – call Kristin Stonehouse at 201-6021.
 - o Administrative interviews – call Jazmine Contreras at 201-6018.
- **Interview Team:** The manager responsible for the open position will follow the appropriate interview process. Human Resources will monitor the process.
- Certificated interview team will consist of the site manager, an SEIU member, and two MHFT members (selected by MHFT).
- Classified interview team will consist of the site manager and SEIU member. A certificated member from your school site staff may be invited to participate.
- It is never advisable to conduct an interview alone.
- **Conducting the Interview:** The interview packet can be obtained from Human Resources the morning of the interview.

- If you have any questions you want included in the packet, you must forward them to Human Resources at least two days prior to the interview.
 - Each candidate must be asked the same questions.
 - Since each panelist's rating is counted, they must be there for all interviews.
 - Notify Human Resources of your recommendations.
- **Checking references:** It is the manager's responsibility to conduct at least two reference checks.
 - **Offer of employment:** All offers of employment must be made by the Human Resources Department.
 - **Recommending the hire to the Board of Education:** The Human Resources Department will recommend the appointment of the candidate to the Board of Education for approval.
 - **Clearance for hire:** The candidate must successfully complete the following:
 - **Fingerprint Clearance. (Must be on file before employment.)**
 - **T.B.** test results.
 - **Driver's license and Social Security card.**
 - Appropriate **credentials** and **transcripts**.
 - Complete **employment packet** in Human Resources.
 - Sign up for **benefits**.