

## PERSONNEL

### Recruitment and Selection: Certificated Staff Process

Announcement of Positions: All job announcements and postings will be listed by the superintendent's office and announcements may be sent to northwestern colleges, school districts, and other appropriate agencies. The selector will determine the general and specific criteria for a given position and provide for the district office the written criteria.

Application Processing: The district office will receive applications and coordinate with the applicants the receipt and completion of all other application materials. Completed applications will be provided the selectors.

Screening the Applications: The selector is responsible for screening the applications. The selector is to review the applicants according to the general set of criteria for the position. The selector determines the number of finalists to be invited for interviews. A copy of the screening criteria and the ranking of the applications is to be maintained by the selector and submitted to the district office when the selection process is completed.

Interviews: A personal interview must be conducted with each applicant in the final consideration for a position. The interview should be focused around the desired criteria. Questions of the applicant should be open-ended so that the interviewers can determine the applicant's honest view-point. Questions should not be of a type that provides or implies a certain desired answer from the applicant. All interviewees should be given an opportunity to ask questions of the school district staff. They should have the opportunity to learn whatever they wish about the school district, its staff, its students, etc. If something they learn makes them withdraw their application, then both the school district and the individual are better served. Applicant questions should occur at the end of an interview so that the applicant is not inadvertently supplied with "correct" or desired answers to our questions.

The selector may have the opportunity to name other people to help in the interview process, including other staff members, students, parents, other administrators, board members, etc. The selector must keep a record of all people involved in the interviews and a list of questions. All data is turned into the district office.

Contacting References: The selector must conduct telephone interviews with at least two of the highest rated applicant's immediate past supervisors. If the selector has reservations about the highest rated applicant's job performance based on these interviews, then the selector shall similarly conduct phone interviews with the immediate past supervisors of other high rated applicants to whatever extent seems advisable. There shall be at least two such phone reference calls on any person selected for certificated staff. For beginning teachers, student teaching supervisors may be considered as

immediate past supervisors. The phone reference forms must be submitted to the district office as a final step in the certificated staff selection process.

Recommendations to the Superintendent: On the completion of the screening, interviewing, and contacting references steps, the selector will give the superintendent or his/her designee the names of the three highest rated applicants. The selector will recommend one name and the superintendent or his/her designee will select from the three highest rated applicants or direct the selector to start the process over again.

The superintendent's office provides the name of the new employee, position, date of hire, schedule of duties, scheduled hours, status of position (continuing or temporary) and identification of whether the position is a replacement or a new position to payroll and personnel departments.

Finalizing Employment: The personnel office is responsible for sending letters to those interviewed who have applied for a given position.

Contacting New Employees: The personnel office is responsible for contacting new employees to the district. Contracts are mailed if appropriate.

A new employee's packet is provided for each new employee by the district office. All information must be completed on new employees prior to the first pay period.