

## **STISD Employment Process**

### **Posting Vacancies**

1. All advertised positions shall be posted on the District's website for no fewer than ten school days. An exception to this is when the District must fill a vacant position held by a teacher. (DC Legal)
2. All vacancies must be administratively approved prior to posting using the Personnel Action Form. Resignations must be accepted by the Superintendent or his designee prior to posting.
3. Current District employees may apply for any vacancy for which they have the appropriate qualifications.
4. Advertising of vacancies shall not be required for positions involved in lateral reassignments provided that:
  - a. The person has the proper certification for the position; and
  - b. The job is in the same pay grade.

### **Applications**

1. All applicants for employment must complete an online application furnished through the District's website. Information provided in the applications shall be verified before an offer is made.

### **Screening Guidelines**

1. All applications and related documents are reviewed by Human Resources or the hiring supervisor to determine if they meet minimum job requirements.
2. Applications meeting minimum job requirements will receive a more thorough screening and documentation of qualifications; in the case of teachers, a review and approval of the teaching credentials must also be conducted. The principal will be responsible for ensuring this step is completed.
3. The hiring supervisor, with the assistance of Human Resources, is encouraged to appoint a diverse screening committee to assist with the screening process (three to five members, if possible).
4. The screening of qualified applicants for interviews will be based on pre-determined criteria established in advance and shall be consistent with the job posting and qualifications, and equally applied to all applicants.
5. The number of applicants to be interviewed should be no fewer than three, however, hiring supervisors are encouraged to interview as many qualified applicants as possible to ensure EEOC compliance. Exceptions may be necessary if there are fewer than three applicants. Hiring supervisors are required to contact Human Resources when this is the case.

### **Interviewing Guidelines**

1. Interviews will not be scheduled until a valid completed application is on file. The hiring supervisor, with the assistance of Human Resources, is encouraged to appoint a diverse interview committee to

- assist with the interview process (three to five members is recommended). Committees with fewer than three members require approval of Human Resources prior to conducting interviews.
2. The hiring supervisor is responsible for ensuring that a Screening/Interview Committee Member Confidentiality Agreement is signed by each committee member.
  3. A pre-determined set of questions and/or scenarios established in advance will be used to interview the selected applicants with assistance from the Office of Human Resources. The number of questions should be determined by the time allotted for the interview. Questions should be asked in the same order for each candidate. Hiring supervisors are responsible for developing/adding questions to the Candidate Job Interview Questions form.
  4. All committee members must attend 100% of the interviews. If a committee member fails to attend 100% of the interviews, the member must be excluded from deliberations and from the committee and Human Resources must be notified to determine if further action is needed.
    - a. It is acceptable for the committee to discuss candidate scores prior to finalizing them.
  5. Upon completion of the interview process, hiring supervisor will forward the recommendation for hire to Human Resources for a final review.
    - a. Scheduling a second or third interview with the hiring supervisor or above is acceptable.
    - b. The hiring supervisor must conduct a second interview if he/she was not part of the hiring committee.
  6. Initial interviews may include a:
    - a. Teaching demo, short presentation, and/or a skills assessment. Tests will be applied equally and consistently.
  7. Upon completion of the interview process, the hiring supervisor will forward the Screening/Interview Committee Member Confidentiality Agreements and the Candidate Job Interview Questions forms to Human Resources for filing.

## Reference Checks

1. The hiring supervisor is responsible for completing the reference check process and must ensure at least three (3) reference forms are on file, two of which must be work-related and at least the last employer. The last employer must be contacted by phone.
2. Reference forms must be submitted to Human Resources.

## Employment

1. The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. (DC Local)
  - a. Each principal must approve each teacher or staff appointment to the principal's campus as provided by Education Code 11.202. (DC Legal)
2. The hiring supervisor must ensure the following required hiring documentation is submitted for all positions to Human Resources:

*South Texas ISD prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.*

- a. Screening/Interview Committee Member Confidentiality Agreements for each committee member
  - b. Candidate Interview Questions form
  - c. Record of Interview form
  - d. Personnel Recommendation form
  - e. Reference Rating Sheet (at least three references, two of which must be work-related and at least the last employer)
  - f. Personnel Action Request form (PAR)
3. Upon final approval of employment, an employment letter (noncontractual personnel) or contract (contractual personnel) will be sent to the selected candidate.
- a. Professional Personnel - The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts. (DBA Legal and Local)
4. An offer to hire someone in a position can only be made by the Superintendent or Human Resources.
5. Human Resources will send out notifications to the other candidates interviewed informing them that another candidate was selected.
6. An employee may not report to work without an Authority to Report to Work.

### **Equal Employment Opportunity**

The District shall provide equal employment opportunity for all qualified persons in full compliance with existing laws. Qualifications will be published for each position within each job description and shall be applied consistently and fairly to all applicants. “Qualified” shall be defined as having the requisite education, experience, ability, training, and/or skills required of the position as defined by the job description.