



Hiring Procedure

The mission of the Pocatello/Chubbuck School District is to “Maximize Student Learning.” In addition, our vision is to create a partnership with students, families, and community to:

- ❑ Increase achievement in reading, writing and mathematics for all students.
- ❑ Maintain high academic, aesthetic and technological standards.
- ❑ Develop responsible, productive and healthy citizens who are learners for life.
- ❑ Recognize and appreciate the uniqueness of individuals.

It is the responsibility of the Human Resource department to oversee the selection process of certified and classified employees. Specifically, the Human Resource department ensures the recruitment and retention of the most highly qualified candidates and best fit for the position. Moreover, it is the responsibility of the Human Resource department to ensure the integrity of the selection process for employees and to protect the District from potential litigation regarding the selection process.

The employee selection process includes multiple components. These include the candidate’s application, transcripts, written references, pre-screening references, experience, formal interview and final referencing. Staff members contribute by providing input into one element of the selection process. Ultimately, the administrator/supervisor is accountable for folding all elements of the process into a recommendation for hire, submitted to the Human Resource Director.

The Pocatello/Chubbuck School District 25 will ensure equal opportunity to all applicants seeking employment and to govern all personnel practices such as recruitment, selection, training, promotions, terminations, transfers, reductions in force, compensation, benefits and other terms, conditions and privileges of employment in a manner which does not discriminate on the basis of race, color, creed, age, sex, national origin, handicap or sexual preference.

I. Identifying Staffing Needs

- A. When a new position is created or an existing position becomes vacant, the supervisor will complete a Personnel Requisition Form (see Appendix A – 1, 2, 3). Most importantly, the supervisor completes the *Statement of NEED* identifying specific qualities the final candidate must possess. Examples of these qualities may include, but are not limited to: team player/spirit of collaboration, community involvement, creative thinker, leadership skills, expertise in data analysis, resourcefulness, and prior experience.
- B. The supervisor will complete the Personnel Requisition Form (PRF) and submit it to the appropriate Director who ensures that the request is within the approved minimum staffing plan. The appropriate Director then forwards the PRF to the Director of Employee Services who authorizes the appropriate expense code.

- C. The Director of Employee Services determines budget authority for the position and submits the PRF to the Director of Human Resources for activation.

II. Posting the Position

Once the requisition is signed and approved, the HR department prepares postings, job announcements, including all job-related skills, essential functions, requirements and any additional qualifications. All job postings are reviewed and approved by the Human Resource Director (or designee) prior to posting. Per Board Policy 7117, the vacancy will be posted on the district website no less than one week.

III. Internal Transfer - Certified

- A. Certified personnel who desire a transfer to another building shall submit an online transfer request through the district website.
- B. Per policy, certified employees must contact the principal for an interview.
- C. Supervisors may not interview any district employee who has failed to complete the online transfer procedure.

IV. Screening and Selection of Applicants

- A. The supervisor of the position is responsible for screening completed applications. The supervisor will select candidates to be interviewed based on the *Statement of NEED* and qualifications referred to in the PRF, job description and announcement. Generally speaking, the objective is to limit the number of applicants for interview to three to five candidates.
- B. The supervisor will complete the district required screening form for all candidates and provide the Department of Human Resources a listing of those applicants to be interviewed.
- C. The supervisor will contact the candidates to set up interviews.

V. Pre-Interview Referencing

From time to time it is prudent to conduct pre-interview referencing. The supervisor may conduct such referencing in an effort to assist in the screening process. Pre-interview referencing notes are to be maintained as part of the file.

VI. Interviews - Advisory Committee Provides Input to Supervisor

- A. The supervisor will submit to the Director of Human Resources the names of the persons to be part of the advisory committee.
- B. Parents, community members and students will be involved in the advisory process for coaches and administrators.
- C. The Director of Human Resources reserves the right to provide direction to the supervisor regarding committee membership.
- D. The advisory committee shall be comprised of no fewer than three members and may include the following individuals:

VACANT POSITION	Advisory Committee consists of a minimum of three members (Bold denotes Chair of Advisory Committee):
CERTIFIED STAFF	
Elementary & Secondary Teachers	Principal and Asst. Principal (where applicable), department head or grade level team member and additional staff as determined by the Committee Chair.
Assistant Principal	Principal and Asst. Principal (where applicable), parent(s), student (if high school), Directors of Elementary and Secondary Education and Superintendent may serve on the committee.
Principal*	Director of Elementary or Secondary Education, principal representative(s), parent(s), student (if high school) and additional staff as determined by the Committee Chair. - conduct initial interview. * Finalists are interviewed by the Superintendent
Director	Superintendent, Directors, Certified and/or Classified Representatives as selected by the Chair.
Superintendent	Board of Trustees, Director of Human Resources and representatives as determined by the Board.
CLASSIFIED STAFF	
Custodians, Food Service Workers, Transportation and Warehouse Personnel	Coordinator and Supervisors
Coordinator	Director, Supervisors (where applicable) and additional staff as determined by the Committee Chair
Office, Clerical and Technical Staff	Immediate Supervisor and additional staff as determined by the Committee Chair
Educational Assistants	Principal and Asst. Principal (where applicable) and additional staff as determined by the Committee Chair

- E. The Human Resource department will ensure that the letter of application and resumes for all candidates to be interviewed are available for advisory committee members.
- F. The supervisor will instruct the advisory committee on the confidential procedures for interview and selection (see Appendix B). The supervisor will review the *Statement of NEED* as filed with the job description with committee members.
- G. The advisory committee shall adhere to an interview process that is fair and equitable to all candidates. Candidates may be asked to provide video presentations, appropriate demonstrations, writing samples, outlines, portfolios or other performance indicators related to the responsibilities of the position.

- H. The advisory committee will utilize the approved interview questions provided by the Director of Human Resources.
- I. The supervisor will lead the interview and debriefing process. All candidates must experience the same interview.
- J. In the interview process, the supervisor is responsible to affirm that the candidates are either appropriately certified or eligible for certification for the position.

VII. Following the Interview - Assessment of Candidates

- A. Each advisory committee member shall individually assess candidates based on their responses to the job-related questions which probe knowledge and abilities, experience and potential contributions to the District. In addition the committee will assess the candidate's strengths in response to the *Statement of NEED* filed by the supervisor in the job requisition. Each committee member will complete the Individual Response Form for each candidate (Appendix C¹).
- B. Each committee member will also complete an Individual Comment Sheet (Appendix C²) describing strengths and providing comments for each candidate.
- C. The supervisor shall solicit each committee members' perspectives regarding strengths of each candidate and contributing comments in accordance with job description, posting and *Statement of NEED*.

VIII. Supervisor's Responsibility After the Interview

- A. The supervisor shall finalize committee members' perspectives using the Composite Input Form (Appendix C³).
- B. The supervisor shall collect and compile all paperwork from the advisory committee members.
- C. The supervisor shall advise the committee of the subsequent steps including formal referencing and finalizing a recommendation with a commitment to inform the committee of the final recommendation.

IX. Checking of References

Following the filing of all required paperwork, the supervisor shall contact and document a minimum of three employment-related reference checks for the final candidate(s). Reference checks must be from former employers/supervisors. If a candidate does not have three former employers/supervisors, persons other than friends and relatives may be referenced. The format for completing reference checks is located in Appendix D, the Confidential Reference Check Form (CRCF).

X. Completion of the Selection Process

- A. The supervisor shall be responsible to submit all completed paperwork to the Department of Human Resources before any employment decisions are made and before contacting any candidate. Completed paperwork includes the following:
 - 1. All copies of interview questions, letters of application and resumes.

2. Completed and signed "Instructions to the Advisory Committee and Protocol for Conducting Interviews" – Appendix B
 3. Individual Response Input AND Comment Forms for all applicants interviewed – Appendices C¹ & C².
 4. Composite Input Form – Appendix C³.
 5. Verification of licensure, certification or eligibility for such.
 6. Three (3) CRCFs (Appendix D) for the best candidate.
- B. After a complete review of ALL documents, the Director of Human Resources will contact the supervisor:
1. To authorize the recommendation and notify the potential employee of a job offer.
- OR
2. To complete any deficient paperwork.
- C. The supervisor will advise the recommended candidate that an offer of employment is contingent upon a background check, fingerprinting and completion of all necessary paperwork.
- In the case of certified staff, the supervisor shall inform the candidate that the offer is contingent upon approval by the Board of Trustees and provide the candidate the date of the next regularly scheduled Board Meeting.
- D. The supervisor will instruct the potential employee to contact the Department of Human Resources to initiate intake procedures.
- E. The supervisor will inform the advisory committee as to the final outcome of the process.
- F. The HR department will notify in writing the successful candidate(s) and the unsuccessful candidates as to the disposition of the selection.
- G. The HR Director will oversee the filing of all paperwork substantiating the selection process for each position advertised.

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