

# **HUMAN RESOURCES**

## Hiring Procedures Manual

*Bobby Pearce, Superintendent*

*Angie Walker, Chief Human Resource Officer*

# HUMAN RESOURCES



**W**akulla **C**ounty **S**chool **D**istrict

The Wakulla County School District believes that hiring qualified individuals to fill positions contributes to the overall strategic success of The Wakulla County School District. Each employee, while employed, is hired to make significant contributions to The Wakulla County School District. In hiring the most qualified candidates for positions, this Hiring Procedures Manual has been provided as a guide for principals, site administrators, and supervisors.

# Hiring Procedures Manual

## The Human Resources Department

*Bobby Pearce, Superintendent*

69 Arran Rd, P.O. Box 100  
Crawfordville, FL 32327

<http://wakullaschools.org/>

850.926.0065



## The HR Mission

*Begin with a Dream, Finish with a Future.*

The Human Resources Department will contribute to the overall mission of the School Board by creating a supportive environment for faculty and staff. By providing sound and responsive advice and consultation, accurate information, and efficient and courteous service, we will motivate and support the faculty and staff who serve our students and the community. Human Resources staff will model respectful and ethical behavior, provide a welcoming and positive work environment while recognizing the need for innovation and flexibility as the needs of our workforce change.

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CONTENTS	
EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY .....	8
RECRUITMENT .....	9
INITIATING JOB POSTINGS .....	10
CHECKLIST FOR JOB POSTINGS .....	10
INTERNAL TRANSFERS .....	11
VETERANS PREFERENCE PROCEDURES .....	11
BOTTOM LINE: INTERVIEW ALL QUALIFIED VETERAN CANDIDATES .....	12
BUS DRIVER HIRING PROCEDURES CHECKLIST .....	12
INTERVIEW PROCESS .....	13
INTERVIEWING QUESTIONS DATABASE- SAMPLE QUESTIONS .....	17
PRE-EMPLOYMENT REQUIREMENTS .....	20
PRE-EMPLOYMENT DRUG TEST .....	22
JOB OFFERS.....	23
SUBSTITUTE TEACHING PRE-EMPLOYMENT REQUIREMENTS .....	24
DIRECTIONS FOR SUBSTITUTE TEACHING TRAINING .....	25
PARAPROFESSIONAL REQUIREMENTS.....	26
HUMAN RESOURCES PAPERWORK .....	26
THINGS TO REMEMBER WHEN COMPLETING APPOINTMENT FORM .....	27
PROVE IT! TEST FOR ASSESSMENT OF APPLICANTS .....	27
FREQUENTLY ASKED QUESTIONS AND ANSWERS by HIRING AUTHORITIES .....	27
ORIENTATION .....	29

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PRE-ORIENTATION PREPARATION ..... 29

➤Emergency contact ..... 30

➤Benefit plan ..... 30

➤Fingerprints ..... 30

SUPPLEMENTAL POSITIONS – SEND ALL FORMS TO *Human Resources* ..... 30

Academic Supplements ..... 30

Athletic Supplements ..... 32

Activity Leader Supplements ..... 32

REQUIREMENTS FOR APPLYING FOR SUPPLEMENTAL POSITIONS: ..... 35

FORMS ..... 37

APPOINTMENT & RECOMMENDATION OF PERSONNEL FORM ..... 37

PAC & AC – WHAT’S THE DIFFERENCE? ..... 38

Probationary Annual Contract [PAC] ..... 38

Annual Contract [AC] ..... 38

SUMMER CERTIFIED/CLASSIFIED POSITIONS APPOINTMENT FORMS ..... 39

COACH HIRING PROCEDURES – 101 .....39

Returning Coach Hiring Procedures ..... 39

New Coach Hiring Procedures ..... 39

Coaching Requirements ..... 40

FREQUENTLY ASKED QUESTIONS BY APPLICANTS .....41

INTERVIEW SKILLS POWER POINT TIPS .....43

REQUIRED FORM TO USE FOR CHECKING ALL FORMER EMPLOYEES.....44

APPENDECIES.....48

The Wakulla County School District believes that hiring qualified individuals to fill positions contributes to the overall strategic success of The Wakulla County School District. Each employee, while employed, is hired to make significant contributions to The Wakulla County School District. In hiring the most qualified candidates for positions, this Hiring Procedures Manual has been provided as a guide for principals, site administrators, and supervisors.

## This Organization Participates In E-Verify



This SWA will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this SWA is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

### NOTICE:

**Federal law requires  
all employers  
to verify the identity and  
employment eligibility  
of all persons hired to work  
in the United States.**

SWA and employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your SWA has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at

1-800-255-7688 (TDD: 1-800-237-2515).

**Employment Verification.**  **Done.**

**For more information on E-Verify,  
please contact DHS at:**

**1-888-464-4218**

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# IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



**If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.**

**You should know that –**  
No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:  
U.S. Department of Justice  
Office of Special Counsel - NYA  
950 Pennsylvania Ave., N.W.  
Washington, DC 20530

**U.S. Department of Justice  
Civil Rights Division**

Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices



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## EQUAL EMPLOYMENT OPPORTUNITY/ANTI -DISCRIMINATION POLICY

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, religion, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The designated Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is **Angie Walker, Chief Human Resource Officer**, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065 ext.9401; [angela.walker@wcsb.us](mailto:angela.walker@wcsb.us).

## NON DISCRIMINATION STATEMENT

The following policy applies to students, applicants for admission, employees, and applicants for employment:

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

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I. SCOPE OF POLICY

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Wakulla County School District and its employees, including but not limited to:

- A. Recruitment
- B. Employment
- C. Promotion
- D. Transfer
- E. Training
- F. Working conditions
- G. Wages and salary administration
- H. Employee benefits and application of policies

II. HARASSMENT [Reference S.B. Policies 2.70 and 2.80]

Harassment is a form of discrimination and violates this policy.

III. REMEDY FOR VIOLATION OF POLICY [Reference S.B. Policies 6.36 and 6.35]

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. The Wakulla County School District will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment. The Wakulla County School District provides an application and employee complaint form on the web-site as well as an external phone line available for the purpose of reporting workplace wrongdoing anonymously: 1.800.576.5263 CODE #30089. All complaints should be forwarded to the **Chief Human Resource Officer Angie Walker**.

## RECRUITMENT

The Wakulla County School District is committed to employ, in its best judgment, the best qualified candidates for approved Wakulla County School District positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. [Re: S.B. Policy 6.10]

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate. Job opportunities are communicated through job postings on School District bulletin boards, paid advertisements in *The Wakulla News*, *The Tallahassee Democrat*, [www.teachers-teachers.com](http://www.teachers-teachers.com), the district web-site:



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<http://wakulla.schooldesk.net/>, The Great Florida Teach-In [www.teachinflorida.com](http://www.teachinflorida.com), Career Source Capital Regional Wakulla office, Hand-Shake, Teachers-to Teachers, other on-line advertising companies available, and any other means deemed necessary by the Human Resources Department.

**“CareerSource Capital Region: Solutions that work for you.”**



Follow us:   

## INITIATING JOB POSTINGS

Personnel requisitions must be completed by the hiring authority in order to post positions. Requisitions must be initiated by the principal/site administrator and approved by the Superintendent or Human Resource Director.

1. Job postings are initiated when one of the following occurs: The opening resulted from the resignation, termination or leave of absence of an employee and written documentation is received in Human Resources.
2. A new position has been added as determined by the Superintendent, based on district configurations and/or legislative mandates.
3. ***Prior to posting positions, approval must be obtained from the Superintendent.***
4. Supervisors/Principals/Site Administrators must post jobs via SearchSoft on the employer side.
5. A position control number must be assigned to each position.
6. The person being replaced must be included in post if applicable
7. Position control numbers will be confirmed and/or assigned by the Chief Finance Officer.

## CHECKLIST FOR JOB POSTINGS

1. When an employee submits a letter of resignation or signed copy of WMIS PR244, Resignation Form, located at <http://wakullaschools.net/> under forms, it must be received in the HR Office.
  - a. Hiring Authorities should also complete an online Exit Interview Form prior to leaving for **ALL EMPLOYEES** who are not returning; retirement, relocation, resignation, or termination.

Step 1 Go to Employee Resources at the District web-site;

Step 2: Click on Forms;

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Step 3: Click on HR Forms; Step 4: Click on Exit Interview Questionnaire for Employees:

<https://www.surveymonkey.com/s/WCSBExitInterview>

2. Principals/Supervisors must discuss vacancies with the Superintendent or Human Resource Director prior to posting positions via SearchSoft online.
3. To requisition a job the following information must be posted online on the employer side of SearchSoft:
  - a. Job Status
  - b. Posting Date
  - c. Closing Date
  - d. Building
  - e. Job Title
  - f. Job type
  - g. Position Control # (to be assigned by the CFO)
  - h. Special programs
  - i. Certification/Endorsements
4. Once a job has been **“requisitioned,”** the Hiring Authority must FIRST contact Randy Beach, CFO, in order to obtain a position control number when one does not already exist. When a position control number is assigned, the position is then **“budget approved”** and forwarded to HR for approval. After HR has reviewed the posting and made appropriate edits, the position is then moved to **“open”** status.
- A. Job postings are open ten calendar days., including all Supplemental vacancies, except when said vacancies occur after July 15, at which time they can be declared an emergency and advertised at least five (5) calendar days.
  - a. Five days is most commonly used when vacancies occur a few days before the opening of school.
  - b. Open ended may be used for ESE positions and other difficult to fill positions.

## INTERNAL TRANSFERS

In-District LATERAL Transfers: Current WCS employees in good standing may request a lateral transfer to a comparable position by submitting an online application for any advertised position. All applicants, including internal transfers, must complete the appropriate application and apply for the posted position. The position must remain open for the duration of the scheduled posting. Formal interviews for lateral transfers may be waived but must be noted in the job posting file kept at the school/work site with the hiring authority.

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## VETERANS PREFERENCE PROCEDURES

### Veterans Preference

An opportunity for the servicemen/women to enter back into the work force after they have served our country. It is not a mandate for the employer to hire a veteran but an opportunity for an interview and to be considered for the job.

Veteran's Preference MUST BE INCLUDED ON EMPLOYMENT APPLICATION

We don't have a point system for applicants, so we demonstrate Veterans' Preference by affording any qualified veteran candidate an interview.

Veteran's Preference extends beyond hiring. Veteran's preference extends to promotions and preference in retention.

The DD Form 214 reflects periods of war time service. The veteran must provide a copy of the DD Form 214 prior to closing date of position. Providing that form is the Veteran's responsibility. Bets are also provided due process when they receive notice of non-selection. They can file a complaint within 21 days.

**BOTTOM LINE: INTERVIEW ALL QUALIFIED VETERAN CANDIDATES**

## BUS DRIVER HIRING PROCEDURES CHECKLIST

- ☐ Interested applicant completes online application and applies for (sub) bus driver position.
- ☐ Hiring authority reviews applicants submitted via SearchSoft.
- ☐ Transportation submits names of selected applicants with birthdates to HR/Safety via e-mail for Level I Clearance.
- ☐ HR/Safety will reply via e-mail to transportation – Level I Clearance status.
- ☐ Hiring authority interviews top applicants, checks driver's license and completes telephone reference check form. (Form available at <http://wakullaschools.net/>)

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- ☐ Transportation contacts trainee to review CDL prep video for CDL testing preparation.
- ☐ Trainee acquires CDL (temp) and begins initial training – 20 hour online FL DOE trans. class followed by drug test and required WCS transportation road time and training. (1<sup>st</sup>: online class, 2<sup>nd</sup>: drug test, 3<sup>rd</sup>: face-to-face & road.)
- ☐ Transportation schedules drug-testing and submits date of drug test to HR. This triggers HR to pull First Lab test results. a. Drug-test date: \_\_\_\_\_ b. Cleared date: \_\_\_\_\_
- ☐ Transportation schedules bus driver physical.
- ☐ Upon completion of successful training, Hiring Authority (HA) determines (yes/no) final hiring decision. HA then contacts Superintendent or designee for approval.
- ☐ Transportation informs trainee and HR of decision to hire and submits appointment form to HR. (If candidate is recommended as sub-driver, submit e-mail to HR and Superintendent.)
- ☐ Transportation changes applicant status on SearchSoft to “HIRED,” (this “FILLS” the job posting) EXCEPTION: Sub-drivers – submit recommendation to HR and Superintendent.
- ☐ Transportation instructs recommended driver to contact HR to schedule Level 2 fingerprinting and Orientation.
- ☐ Transportation submits e-mail waiver for fingerprinting – Level 2 to HR.  
Fingerprint Date: \_\_\_\_\_ b. Cleared date: \_\_\_\_\_
- ☐ Once applicant has received Level 2 clearance, clear drug test results, cleared E-Verify, attended orientation, submitted required paperwork, ID Badge will be issued and candidate is ready to begin work.

**Suggestions:**

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Create a calendar with training dates noted for the school-year/quarter/semester. Forward a copy to HR to assist with communication to candidates.

Keep a log of trainees selected with Level I clearance dates, training dates, driver licenses check dates and position.

Keep a file on each candidate and track status.

## INTERVIEW PROCESS

If a team/panel interview is conducted, a structured interview process is recommended. Interview questions should be compiled by the interviewing team and reviewed by the Principal/Site Administrator. After the team completes the interview process, the results of the interview should be forwarded to the principal/hiring authority for review. **The principal/hiring authority has the responsibility of sharing selections with the Superintendent prior to making a job offer.** All job offers are contingent on pre-employment drug screening, reference checks, background screening which includes submission of fingerprinting, attendance at orientation, completion of appropriate paperwork and other training deemed necessary by the department.

### INTERVIEW NOTES

- Make and maintain notes of the interview and responses to questions posed during the interview. **It is the responsibility of the hiring authority to maintain hiring documents and notes.**
- The interview notes will be helpful if a charge or other legal action is filed and will help the interviewer or hiring official recall reasons for selection or non-selection.
- **All interview notes are subject to Florida public records requests.**

### TIPS FOR A SUCCESSFUL INTERVIEW

- Once the list of job related interview questions is created, use it consistently for all applicants for the same position.
- Try to first put the applicant at ease with introductory and welcoming remarks.
- Ask open-ended questions which focus on behavioral descriptions rather than simply “yes or no” questions (i.e., have them describe a work situation in which they handled stress well rather than just asking if they can “handle stress well.”)
- Listen; don’t do all the talking.
- Stay away from questions that have more to do with personal lifestyles than job experience – phrase the question so that the answer will describe on-the-job qualities instead of personal qualities – if the question is not related to performance on the job, it should not be asked.

### HIRING ACTIONS WHICH CREATE RED FLAGS!

In almost all instances, the following topics should be **AVOIDED** in an interview:



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- ✓ Age – irrelevant unless you are concerned about child labor violations
- ✓ Arrest record – do not ask at all – you may ask about convictions, but even this comes out in the background clearance
- ✓ Association with present employees
- ✓ Bankruptcy and credit affairs - never ask about bankruptcy
- ✓ Citizenship – unless required by law or regulation
- ✓ Disability – it is crucial to focus on the job, not the disability
- ✓ Driver's license - unless the job requires one
- ✓ Emergency contact information – unnecessary at the application stage
- ✓ Height and weight – focus on what the job requires, not the person's physical characteristics
- ✓ Marital status/name changes/spouse/children – none of these are job related and may be construed as discriminatory – especially against women
- ✓ Organization or club membership – might reveal protected class information and is irrelevant
- ✓ Race, color, religion, sex, or national origin – EEOC guidelines prohibit asking questions that may reveal this information
- ✓ Union affiliation – could be considered an unfair labor practice
- ✓ Veteran status/military records – general questions about a person's background in the military should only be asked if based on business necessity or job-related reasons.
- ✓ Weekend work/shift change – unless required for the job
- ✓ Photographs – Do not ask the applicant to provide a photograph during the screening process.
- ✓ Drug Screening – Do not say: We send all new employees for a drug screening. Do you take any type of drugs? The response could disclose the existence of a medical condition. INSTEAD: All applicants are required to undergo drug screening as a condition of the employment offer.



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## INTERVIEWING QUESTIONS DO'S AND DON'TS

**Ask all applicants the same questions – do not ask questions only of one race.**

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Category	MAY ASK	MAY DISCRIMINATE BY ASKING
Sex and Family Arrangements	<ul style="list-style-type: none"> <li>• If Applicant has relatives already employed by the organization</li> </ul>	<ul style="list-style-type: none"> <li>• Sex of Applicant</li> <li>• Number of Children</li> <li>• Marital Status</li> <li>• Spouse's occupation</li> <li>• Child care arrangements</li> <li>• Health care coverage through spouse</li> </ul> 
Race		<ul style="list-style-type: none"> <li>• Applicant's race or color of skin</li> <li>• Photo to be affixed to application form</li> </ul>
National origin or ancestry	<ul style="list-style-type: none"> <li>• Whether Applicant has a legal right to be employed in the U.S.</li> <li>• Ability to speak/write English fluently (if job related)</li> <li>• Other languages spoken (if job-related)</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnic association of a surname</li> <li>• Birthplace of applicant or applicant's parents</li> <li>• Nationality, lineage, national origin</li> <li>• Nationality of Applicant's spouse</li> <li>• Whether Applicant is citizen of another country</li> <li>• Applicant's native tongue/English proficiency</li> <li>• Maiden name (of married woman)</li> </ul>
Religion		<ul style="list-style-type: none"> <li>• Religious affiliation/Availability for weekend work</li> <li>• Religious holidays observed</li> </ul>
Age	<ul style="list-style-type: none"> <li>• If Applicant is over age 18</li> </ul>	<ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Date of high school graduation</li> </ul>
		<ul style="list-style-type: none"> <li>• Age</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• Whether Applicant can perform the essential tasks or job-related functions OR Can you perform the duties described in the job description.</li> </ul>	<ul style="list-style-type: none"> <li>• If applicant has a disability</li> <li>• Nature or severity of a disability</li> <li>• Whether Applicant has ever filed a workers' compensation claim</li> <li>• Recent or past surgeries and dates</li> <li>• Past medical problems</li> </ul>

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Other	<ul style="list-style-type: none"> <li>• <b>Convictions if job-related</b></li> <li>• <b>Academic, vocational, or professional schooling</b></li> <li>• <b>Training received in the military</b></li> <li>• <b>Membership in any trade or professional association</b></li> <li>• <b>Job References</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Number and kinds of arrests</b></li> <li>• <b>Height or weight except if a bona fide occupational qualification</b></li> <li>• <b>Veteran status, discharge status, branch of service</b></li> <li>• <b>Contact in case of an emergency (at application or interview stage)</b></li> </ul> <p><b>Are you willing to work overtime?</b></p>
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## INTERVIEWING QUESTIONS DATABASE - SAMPLE QUESTIONS

### BEHAVIORAL

Describe what you would say if asked to talk about yourself in a group of 15 people.

If someone told you that you had made an error, describe how you would react and what you would say in your defense.

If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?

You are a committee member and disagree with a point or decision. How will you respond?

Describe what you would classify as a crisis.

You are angry about an unfair decision. How do you react?

Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?

How do you know when you are stressed? What do you do to de-stress?

Tell me about a time when you were a part of a great team. What was your part in making the team effective?

Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?

How do you think your co-workers would respond if you were absent from work?

Can you tell me about a time during your previous employment when you suggested a better way to perform a process?

Tell me about a personal or career goal that you have accomplished and why that was important to you.

Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?

What strengths did you rely on in your last position to make you successful in your work?

What do you do when you know you are right and your boss disagrees with you? Give me an example of when this has happened in your career.

Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?

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Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?

Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?

It's 4:30 on a Friday afternoon. Your supervisor gives you an assignment that needs to be finished by 8:00 Monday morning. You have already made plans to be away the entire weekend. What would you do?

If you observed a co-worker who made inappropriate sexual or racial remarks to another employee, and it was obvious to you that the situation was creating an uncomfortable environment, what would you do?

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## INTERPERSONAL

What are your strengths?

What would your last boss say about you?

Describe how you like to be managed, and the best relationship you've had with a previous boss.

If I asked your previous/current co-workers about you what would they say?

Describe what you see as your strengths related to this job/position. Describe what you see as your weaknesses related to this job/position.

Explain the phrase "work ethic" and describe yours.

What kind of people do you find it most difficult to work with? For example, assume you are in a situation where you have to deal with a person very different from yourself and you are finding it difficult. What would you do?

What methods do you use to make decisions? When do you find it most difficult to make a decision?

Describe a difficult time you have had dealing with an employee, customer, or co-worker. Why was it difficult? How did you handle it? What was the outcome?

How would your co-workers describe your work style/habits?

What do you do when others resist or reject your ideas or actions?

What do you think are the best and worst parts of working in a team environment? How do you handle it?

Under what kinds of conditions do you learn best?

How would your past employers describe your response to hectic or stressful situations?

How would your co-workers describe your work style or work habits?

If I asked several of your co-workers about your greatest strength as a team member, what would they tell me?

To you, which is more desirable: A business that is run in an efficient business-like manner OR a business that is run in a personal and friendly way?

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## CREATIVE THINKING

What's the best book you've read in the last year? Please take a minute and tell us what you liked about it.

What was the most creative thing you did in your last job?

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What is your interpretation of “success?”

Describe an ideal work environment or “the perfect job.”

In what way(s) do you express your personality in the workplace?

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## GENERAL

Could you share with us a recent accomplishment of which you are most proud?

What would you have liked to do more of in your last position? What held you back?

Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.

What are your qualifications in your area of expertise, i.e., what skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, reading, etc.) and related work experience.

Why have you applied for this position?

What skill set do you think you would bring to this position?

Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?

What was your primary contribution/achievement? Biggest challenge?

What are your short-term and long-term goals?

In what areas would you like to develop further? What are your plans to do that?

What are some positive aspects of your last employment/employer? What are some negative aspects? What do you think about SOPs (Standard Operating Procedures)?

What are your career path interests?

What do you know about our company?

Why should we hire YOU?

If the position required it, would you be willing to travel?

If the position required it, would you be willing to relocate?

If you were offered this position, when would you be available to start?

After learning about this opportunity, what made you take the next step and apply for the job?

If you are the successful applicant, how would you expect to be different after a year in this position?

Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offer it to you?

Tell me anything else you would like us to know about you that will aid us in making our decision. What questions would you like to ask me?

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## MANAGERIAL

Define professional behavior and/or conduct appropriate in the workplace.

Why do you think a team of people – sports team, work team, may not work well together?



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Tell us about your management style - people, teamwork, direction? Describe an ideal supervisor.

What is your own philosophy of management?

How have you participated in planning processes?

Is it more important to be a detail oriented person, or a big picture person? Explain.

What was the most challenging personnel issue you've had to deal with and how did you handle it?

Describe for me a time when you have come across questionable business practices; how did you handle the situation?

A new policy is to be implemented organization-wide. You do not agree with this new policy. How do you discuss this policy with your staff?

Describe for me a decision you made which would normally have been made by your supervisor? What was the outcome?

Discuss and differentiate between remediation, corrective action, and discipline.

Explain, step by step, how you have handled an employee who had performance problems.

Why should employees seek to improve their knowledge and skill base?

How would you motivate them to do so?

What coaching or mentoring experience have you had? With groups or one-on-one? How did you determine the appropriate way to coach/mentor? What were the results?

## PRE -EMPLOYMENT REQUIREMENTS

REFERENCE CHECKS, DRUG SCREENING, BACKGROUND CHECK, E-VERIFY, FLDOE CERTIFICATION  
(Certified, Classified and Select Administrative) Positions

Once a decision has been made regarding interest in hiring an applicant

## FIRST THINGS FIRST

**The following must be complete BEFORE offering an employee a job:**

- 1) ALL former employers must be contacted and the FORMER EMPLOYER FORM completed (see appendix\_\_\_\_\_). Multiple attempts to contact former employers must be made over a period of extended time to show a sincere effort to reach all former employers. If a former employer is not listed but known to exist, that former employer must also be contacted.
- 2) All references must be checked and the REFERENCE CHECK FORM completed (see appendix\_\_\_\_\_)
- 3) Human Resource Director contacted
  1. A background check with the Florida Department of Professional Practices will be conducted
  2. A review of the certification credentials will be done

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3. A verbal check with the hiring authority on required hiring procedures reviewed

4) Approval from the Superintendent

5) An appointment form completed by the hiring authority with the position control number included.

6) Human Resources will contact the employee **AFTER** the appointment form is received and will schedule the following: A. Orientation, B. Finger printing, C. Pre-employment drug testing. No new hire should be sent to HR without HR first making an appointment with the new hire.

7) Once pre-employment procedures have been completed, the principal or hiring authority will be notified that the employee may begin work. An employee may NOT begin work until Human Resources notifies the hiring authority.

**B. EMPLOYEES HIRED FOR CERTIFIED POSITIONS AND HAVE A SOE, TEMPORARY, OR PROFESSIONAL CERTIFICATE**

1. Principals must review NEW HIRE & Out-Of-Field (OOF) FORM with all new hires, sign and turn in to HR (see appendix\_\_\_\_\_)
2. If new hire is OOF, the required OOF chart must be completed (see appendix\_\_\_\_\_)
3. Review the New Hire professional development requirements including Boot Camp Dates and the New Teacher Hire Program dates
4. Assign a teacher mentor to your new hire (mentor positions must be advertised)

**C. EMPLOYEES HIRED FOR CERTIFIED POSITIONS WITHOUT A SOE, TEMPORARY, OR PROFESSIONAL CERTIFICATE**

1. If there are no qualified, eligible applicants holding a SOE, temporary, or professional certificate, applicants with a four-year degree from an accredited university MAY be considered for hire, but the HR Director must be consulted
2. Before hiring an applicant in this category, the applicant MUST already have a teaching certificate application on file with DOE.
3. Principals must review and complete the NON-CERTIFIED TEACHING FORM with each candidate, sign it, and return to HR (see appendix\_\_\_\_\_)
4. The applicant should be told that they will receive substitute teaching pay until their SOE or teaching certificate is issued
5. The applicant will be paid retroactively as a certified teacher once the SOE is issued UNLESS there are any delays due to the applicant's credentials, correct completion of the DOE certificate application, lack of payment, official transcripts being delayed, or any other reason due to the applicant's neglect or fault.
6. If the applicant is not issued a SOE by DOE, the job must be readvertised and the applicant may only work in that position until a certified teacher is hired.

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**D. OFFICIAL APPOINTMENT OF ALL APPLICANTS REMAIN PENDING UNTIL THE FOLLOWING CRITERIA ARE MET:**

1. A negative result on the pre-employment drug screening -(\$35.00) is received
2. Fingerprints have been taken (\$51.25) and approved
3. Applicant has been E-Verified
4. Applicant has been officially Level II approved
5. All paperwork completed, official transcripts received, references turned in, social security card provided, tec.
6. ID badge is issued and given to employee

d) with HR: official transcripts, certification, references, social security card, etc.

\*price subject to change without notice

**PRE-EMPLOYMENT DRUG TEST**

**DONOR'S CHECKLIST**

The collection of your urine will be conducted under procedure mandated by the Department of Transportation. The DOT regulations provide for your individual privacy unless there is reason to believe that you may have altered or substituted the urine specimen.

Please take a few minutes to read the following information, which describes your role in the collection process.

- ☐ Present required photo ID to the collector-if you do not have a photo ID, an employer representative will be asked to identify you.
- ☐ You may ask the collector to show his/her identification.
- ☐ Remove any unnecessary outer garments, (e.g. coat, jacket, and hat). All personal belongings (e.g. purse, briefcase) must remain with outer garments. You may retain your wallet. You may ask for a receipt.
- ☐ Empty your pockets and display the items in them. If ok, you can place the items back into your pocket. If you have brought inadvertently (e.g., eye drops), the collector will secure and maintain it until the collection process is completed. If it is determined the material appears to be brought to the collection site with the intent to alter your specimen a directly observed collection will occur.
- ☐ When instructed by collector, wash and dry your hands.
- ☐ You will be provided with a sealed specimen bottle or collection container, or the collector may unwrap it in your presence.
- ☐ You may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy.

You should **NOT** leave the facility until you have been told you are clear to go. There are times when a second specimen is needed. If you leave the facility before being told you are clear to go, you are not eligible for employment for one year from the date of testing.

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- [ ] You should observe the entire collection procedure. The collector will check the specimen for volume, temperature and color. The collector will also split the specimen into two specimen bottles and seal each bottle with a tamper-evident label/seal.
- [ ] You should initial the label/seal on each specimen bottle to certify that it is your specimen.
- [ ] You should complete the information on copies 2-5 of the custody and control form. You will be given a copy of the completed form after the collector has completed his/her certification.
- [ ] You should **NOT** list medications/prescriptions on any copy of the form other than the one you are given for your own records.
- [ ] The results of the laboratory analysis will be forwarded to your employer's Medical Review Officer (MRO). If the laboratory results are negative, the MRO will notify your employer. If the laboratory results are positive, the MRO will contact you at the phone number you provided to give you the opportunity to discuss the test results and to submit information demonstrating authorized use of the drug(s) in question. It is at this time that you may request to have your split specimen analyzed at a DHHS certified laboratory of your choice.

## JOB OFFERS

Job Offers should be made *“pending reference checks, pre-employment drug screening, and Background Checks.”* All individuals recommended for certified and select administrative positions must possess appropriate Florida Department of Education certification, an active Statement of Eligibility or licensure. Once Human Resources receives a satisfactory result from the reference checks, copies of certification or SOE, pre-employment drug screening results and criminal background checks, Human Resources will notify the hiring authority/principal for confirmation of initial offer.

## SUBSTITUTE TEACHING PRE-EMPLOYMENT REQUIREMENTS

- Once a job offer has been made to professional positions, (administrative and certified), then the newly selected employee should make an appointment to meet with the Superintendent. The appointment should be made, if possible, prior to the start of the new school year. It is the responsibility of the principal/hiring authority to encourage and remind the new hire to make the appointment by calling the Superintendent's secretary.

Substitute teachers are hired when the position is opened. Substitutes can only be paid if they are on the **approved** sub list which is distributed to applicable schools when there are changes to list.

All substitute teachers are required to complete Introductory Teacher Training for Substitute Teachers (EdTrainingCenter0 in this district prior to becoming a sub. If an applicant has completed this course at any time with WCSB, he/she will not be required to repeat.

If an applicant has not fulfilled this requirement, the individual will be instructed to complete the online course at [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com). (See following page for details) This is a 20-hour course costing \$20\* which is the responsibility of applicant. A certificate of completion will be awarded upon completion. A copy must be forwarded to Human Resources before orientation will be scheduled.

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**(Complete this course only if applicant is instructed by Human Resources Department or is noted in job posting.)**



Your school district has required you to complete online professional development from **EDTrainingCenter** to support your development at work. Follow the directions provided below to access and complete training.

#### **Creating Your Account**

- 1.] Go to [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com) and click the Go to Login/Register link. This will take you to the Login page. Click the "Create an Account" button.
- 2.] Provide the required information including your State and "Group" which is your School District.

#### **Purchasing Training**

- 3.] Your training program is named: **Introductory Teacher Training (for Substitute Teachers)**.  
There are several ways to locate this training in our online store. It can be found on every state page or you may use the Search feature at the top of the page on our website. Just type the name and click the button to locate the training.
- 4.] Locate your training and click the **Add to Cart** button. This takes you to the shopping cart page where you may review your order.
- 5.] When your order/cart is ready, click the **Checkout** button and make your purchase by credit/debit card or check/money order\*. You will be given directions for accessing the training once the online payment processes.

*\*Learners paying by check/money order will be contacted once the mailed payment is received and will be enrolled in their training modules at that time.*

#### **Resuming Training in Progress**

You may train on your own schedule, logging out whenever you wish to stop. Our program will "remember" the work you've completed. To return to training currently in progress, simply login to the site and then click the **Go to My Training** link.

#### **Training Requirements**

Most districts require completion of all courses and exams in a training module, however, you should check with your district if you are unsure. Many districts require you to print your Certificates of Completion to demonstrate your participation in the training.

#### **Contacting Support**

We offer email and LIVE Chat M - F, 9 - 9 EST. Click the **CONTACT US** link at the bottom of any page. *NOTE: Support can only answer questions related to billing or technical issues.*



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## PARAPROFESSIONAL REQUIREMENTS

The State of Florida requires all instructional paraprofessionals to be highly qualified. The qualifications are as follows:

1. High School diploma or its equivalent; and
2. Two years of study at a postsecondary institution; (60 s.h.); or
3. Associate degree or higher; or
4. Pass the Praxis ParaPro Assessment Test.

The Para-Professional exam is computer based and is administered once a month in the Human Resources Department at the Wakulla County School Board. Call for exam dates.

Examination fee is \$25 payable in cash prior to testing. A study guide with sample test can be checked out with a security deposit of \$25.00. Deposit will be refunded to tester the day of exam with return of study guide in good condition.

## HUMAN RESOURCES PAPERWORK

School Board Policy 1.06(5) requires the Superintendent to distribute an agenda containing all items scheduled for the Board Meeting to Board Members at least seven (7) days prior to meetings. Agenda items are to contain "all items to be considered by the Board." In order to meet this deadline, the Superintendent publishes a list of Board meeting dates and corresponding deadlines for submitting agenda material.

The following personnel action items and supporting paperwork must be on file in the following Human Resources Office prior to published deadlines. All of the following **MUST** be submitted prior to the submission of an appointment form.

1. Termination form or leave request form.
2. An online application found at <http://wakulla.schooldesk.net/>
3. Reference forms with documentation of reference checks (Ethics Bill)
4. Required licenses, certification or statement of eligibility
5. Employment forms
6. Official college transcripts (certified positions) and High School Diploma (classified positions)
7. Out of field form – if appropriate

**Applicants will not be submitted to the school board for approval until all paperwork is in order and on file with Human Resources.**

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#### THINGS TO REMEMBER WHEN COMPLETING APPOINTMENT FORM

- a. Employee's name must be entered as is appears on his/her social security card.
- b. Employees are entered in the system with the name printed on their social security card.
- c. The position control number must be included and must match the job posting #.

#### PROVE IT! TEST FOR ASSESSMENT

#### Q: WHAT IS A NEW HIRE?

**A:** Employees hired for a regular full or part time position that have either:

1. Never worked for the School board or
2. Previously worked for the School Board but terminated employment and are being hired after a separation; or
3. Have been on call as substitutes or OPS personnel and are being hired for regular jobs; or
4. Currently work in the district but are being hired for a second position, i.e., a bus driver hired as a teacher assistant.

#### Q: DOES EACH JOB POSTING REQUIRE A UNIQUE POSITION CONTROL NUMBER? IF SO, HOW DO I OBTAIN THAT NUMBER?

**A:** Yes. The Chief Finance Officer will assign the position control number. Each number is associated with a funding source.

#### Q: HOW DO INTERESTED APPLICANTS FIND JOB POSTINGS AND HOW DO THEY APPLY?

**A:** All interested applicants must apply online at <http://wakulla.schooldesk.net/> under the blue employment tab. Three computers are available in a kiosk for use by the public at the District Office in the Personnel and Finance Annex. Assistance is provided as needed/requested.

#### Q: WHAT DOCUMENTS MUST CERTIFIED AND SELECT ADMINISTRATIVE APPLICANTS PROVIDE TO BE CONSIDERED FOR EMPLOYMENT?

- A:**
1. Official copies of college transcripts (may be submitted electronically from university/college)
  2. FLDOE Certification or Statement of Eligibility
  3. Reference forms

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4. Two forms of current ID as required. See I-9 form for list.

#### Q: WHAT DOCUMENTS MUST CLASSIFIED APPLICANTS PROVIDE TO BE CONSIDERED FOR EMPLOYMENT?

A:

1. Official copies of high school diploma or GED.
2. Reference forms.
3. CDL License (if applicable)
4. Paraprofessional Test Results (if applicable)
5. Two forms of current ID as required. See I-9 form for list.
6. Results of *Prove It!* Tests from Workforce Plus. (if applicable)

### ORIENTATION

The Wakulla County School District has a long-standing policy of orienting new employees to the culture of the organization in order to facilitate organizational learning and employee productivity in a minimum period of time. In furtherance of this policy, Wakulla County School District sets aside a new-hire orientation period which is to be conducted **prior to the employee's start date**. All new substitute teachers must complete the online substitute teacher training at [Edtrainingcenter.com](http://Edtrainingcenter.com). All new hires must attend an orientation that includes training on Blood borne pathogens, diversity and harassment training, and Respect in the Workplace.

### PRE -ORIENTATION PREPARATION

Each new employee will be notified by Human Resources of the date, time and location for the orientation to be conducted. Orientation may be conducted individually or in group settings. Employees will be expected to complete their new-hire informational package, fingerprinting and drug testing prior to start date. Each employee should complete the following documents or forms:

- I-9 Form and Instructions. Employees should bring to orientation unexpired/current documents supporting their eligibility to work in the United States.
  - The District provides the Social Security Administration (SSA) and, if necessary, The Department of Homeland Security (DHS), with information from each new employee's Form – to confirm work authorization.
- Employee self-identification (current/not expired)

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- U.S. Passport ○ Certificate of U.S. Citizenship (INS Form N-560 or N-570) ○ Certificate of Naturalization (INS Form N-550 or N-570) ○ Alien Registration Card with picture or Permanent Resident Card ○ Current Employment Authorization Card (INS Form I-688A) ○ Florida Driver's License ○ U.S. Military Card ○ Original Social Security card or birth certificate bearing a seal ○ Current INS employment authorization

- Federal and state TAX WITHHOLDING FORMS
- EMERGENCY CONTACT information form
- BENEFIT PLAN enrollment forms
- Signed copy of the CONFIDENTIALITY AND NONDISCLOSURE POLICY
- Signed copy of the ETHICAL PRACTICES POLICY
- Submit and receive a negative result on the PRE-EMPLOYMENT DRUG TEST - \$35.00\*
- FINGERPRINTS: Prior to being hired, all new employees are required to be fingerprinted, drug tested and attend orientation. The fingerprinting processing fee is \$51.25\*<sup>1</sup>
- (Exception – fee is waived for select employee groups as indicated by the Superintendent). WCSB uses the FDLE/DOE's Automated Fingerprint-Based Applicant Processing System. This system requires pre-registration and pre-payment. The only three methods of payment are:
  - A money order made payable to Cogent, or
    - A cashier check made payable to Cogent, or ○ A credit/debit card, Visa or MasterCard

New hire must follow steps outlined on instruction sheet provided by Human Resources Department.

- Once a job offer has been made to professional positions, (administrative and certified), then the newly selected employee should make an appointment to meet with the Superintendent. The appointment should be made, if possible, prior to the start of the new school year. It is the responsibility of the principal/hiring authority to encourage and remind the new hire to make the appointment and the procedure for making the appointment (call Rhonda Stevens, the Superintendent's secretary, 850.926.0065).

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<sup>1</sup> \*price subject to change without notice

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## SUPPLEMENTAL POSITIONS – SEND ALL FORMS TO HUMAN RESOURCES

There are three types of salary supplements: Academic, Athletic, and Activity Leader.

### ACADEMIC SUPPLEMENTS

- a. Principal completes a supplemental positions appointment form and then forwards the form to the Human Resources Department - <http://wakulla.schooldesk.net/>.
- b. If the appointment is a current certified employee, send form directly to the HR Department. Use Form WMIS, PR 2043.
- c. If the appointment is a classified non-certified employee or a non-employee use Form WMIS, PR 2042.

Special Note: Faculty supplements are paid in ten (10) monthly installments included in their regular paycheck.

### ATHLETIC SUPPLEMENTS

- d. Principal completes form WMIS, PR2043 if appointment **is** a current certified employee
- e. If candidate is NOT a certified employee, principal or designee, i.e., athletic director, must attach a copy of the Coaching Certificate to the WMIS, PR2042.
- f. Non-faculty coaches will be required to complete an online application, be fingerprinted (\$51.25\*), submit and receive a negative result on the pre-employment drug test (\$35.00\*) and submit appropriate transcripts & Florida DOE certification.

Place names of faculty members on a separate form.

- g. **Do not submit non-faculty athletic supplements to HR without a copy of the coaching certificate attached.**

### ACTIVITY LEADER SUPPLEMENTS

#### Activity Leaders/Summer-After Hours Camps

Newly appointed Activity Leaders must come to Wakulla Institute to meet with the Secretary of Adult & Community Education to go over guidelines for Activity Leaders. Reappointed Activity Leaders should contact the Secretary either by phone or in person to make arrangements to get the necessary forms and receipt books.

All persons employed by the WCS Board must follow approved hiring procedures, to include but not be limited to, level 2 background check, pre-employment drug screening, and orientation and approved appointment form.

Persons interested in being appointed as an Activity Leader must contact the Administrator of Adult & Community



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Education. The Administrator will verify eligibility and notify the Secretary when to process appointment forms. Activity Leaders are only appointed for the length of time the activity is being held. As a general rule, activities are only scheduled for the school year, and do not run through Christmas break, Spring break or summer break. The exception would be summer camps such as Cheerleading and other sports.

Once appointment is approved Activity Leaders will meet with the Secretary at Wakulla Institute to go over requirements and expectations.

#### **Requirements and Expectations:**

- Each Activity Leader is required to set a fee for the activity he/she will be instructing unless a fee is already set. The Administrator must approve this fee.
- A schedule of dates, days, times and location must be set prior to the activity. If location is other than Wakulla Institute or Wakulla Educational Center, approval must be given by the Administrator of Adult Education and of the chosen location.
- Each Activity Leader is given a copy of the Activity Roster, a receipt book and a form to sign stating the Secretary has gone over the Requirements and Expectations with them and they agree to abide by them.
- Each Activity Leader is required to collect a fee from **ALL** activity participants. The Activity Leader writes a receipt to the participant for the money collected and then records the information required on the Activity Roster. All checks and money orders **MUST** be made out to the Wakulla County School Board (WCSB) **NOT** to the Activity Leader.
- Once all money is collected, the Activity Leader is to **BRING** the money, Activity Roster and receipt book back to the Secretary at Wakulla Institute. When all information is verified the payroll information is submitted to the County Office.

#### WAKULLA INSTITUTE

##### WAKULLA ADULT EDUCATION

##### Activity Leader Signature Page

My signature below indicates that I have gone over the Requirements and Expectations with the Secretary of Adult Education and I agree to abide by all said procedures. I understand that failure to follow these procedures could result in being dismissed as an Activity Leader and could also result in my not being paid.

\_\_\_\_\_ Activity Leader's Printed Name

\_\_\_\_\_ Activity Leader's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Adult Education Secretary's Signature

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WAKULLA INSTITUTE

WAKULLA ADULT EDUCATION

**ACTIVITY ROSTER**

**CLASS:** \_\_\_\_\_ **Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_ **Meeting Days/Time:** \_\_\_\_\_

**FEE PER PARTICIPANT:** \_\_\_\_\_ **COURSE CODE #:** \_\_\_\_\_

STUDENT	RECEIPT #	ADDRESS	PHONE	FEE
			TOTAL FEES COLLECTED	\$

**Adult & Community Education Program - Instructor**

**Wakulla Adult Education**

(850) 926-1841

**Wakulla Institute**

(850) 962-2151

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**IMPORTANT! IMPORTANT!**

**PRINCIPALS (OR DESIGNEES) MUST NOTIFY THE PAYROLL AND HR DEPARTMENT IN WRITING WHEN AN EMPLOYEE QUILTS A SUPPLEMENTAL POSITION OR BECOMES INELIGIBLE FOR THE SUPPLEMENT.**

**REQUIREMENTS FOR APPLYING FOR SUPPLEMENTAL POSITIONS:**

**(ACADEMIC, ATHLETIC, OR ACTIVITY LEADER)**

\*Preference will be given to current WCS faculty member

**Use separate forms for each category. Certified Form and Non-Certified/Non-WCSB Employee (MUST HAVE COPY OF COACHING CERTIFICATE ATTACHED TO FORM.)**

1. All applicants for coaching positions will demonstrate evidence of coaching/athletic experience.
2. Current Certified employees:
  - a. Submit an online application at <http://wakulla.schooldesk.net/>.
3. Current Classified employees:
  - a. Submit an online application at <http://wakulla.schooldesk.net/>
  - b. Must possess a coaching certificate or submit proof that application for a coaching certificate has been made to the DOE.
4. Applicants who are not currently employed by WCS must do the following:
  - a. Submit an online application at <http://wakulla.schooldesk.net/>
5. **IF** appointed to supplemental position, the candidate must do the following:
  - a. Be fingerprinted and pay a processing fee of \$51.25\*. Only two methods of payment are acceptable: a) a money order made out to Fingerprinting Services; or with a credit or debit card (visa or MasterCard only). No other forms of payment are accepted.
  - b. Submit and receive a negative result on the pre-employment drug test - \$35.00\*
  - c. Submit a copy of the coaching certificate or proof that an application has been submitted to DOE.
  - d. Submit an official transcript or high school diploma/equivalent.
  - e. Complete a New Employee Orientation Program.

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- f. Applications must be submitted for select postings via Search Soft at <http://wakulla.schooldesk.net/> by midnight on the closing date of the posted position.

## FORMS

### (Available online under Human Resources)

The following sample forms are located at the district website, <http://wakulla.schooldesk.net/>.

1. Employee Awards Program Data Sheet
2. Recommendation and Appointment of Personnel
3. Recommendation Letter/Supplemental Positions
4. Out-of-Field Request forms
5. Exit Interview for Classroom Teachers
6. Contractual Workday Obligation
7. Update/Change of Information
8. Resignation Form
9. Annual Evaluation forms including observation and classroom walk-through forms
10. Telephone reference check form
11. Employee/Applicant Complaint Form
12. New Hire and Out-of Field Form
13. Certificate Pending Form
14. Employee History Check Form

## APPOINTMENT & RECOMMENDATION OF PERSONNEL FORM

1. Use the **Recommendation & Appointment of Personnel** form to recommend new hires for appointment
2. Don't forget:

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- a. Use the employee's legal name as reflected on social security card.
- b. Use the title of the position and the position control number.
- c. Record term of service, either as school year or specific dates.

## PAC & AC – WHAT'S THE DIFFERENCE?

PROBATIONARY ANNUAL CONTRACT [PAC]	ANNUAL CONTRACT [AC]
Must be legally qualified to teach in Florida	Must be legally qualified to teach in Florida
PAC is for one year	AC is for one year
May be terminated <b>without cause</b> during the first year or may resign without breach of contract	Shall not be dismissed during the term of the AC except for <b>just cause</b>
Employee may only be awarded one PAC unless there was a break in service	Employee may receive multiple ACs
All new employees in another district – will receive a PAC	School district may choose to award or not award <b>without cause</b> at the end of the year

## SUMMER CERTIFIED/CLASSIFIED POSITIONS APPOINTMENT FORMS

Remember, ten (10) month employees who are recommended for summer employment are given annual contracts; therefore, even professional service contract teachers are issued annual contracts in the summer. **(See Activity Leaders/Summer-After Hours Camps on page 26)**

## COACH HIRING PROCEDURES – 101

**Step #1:** *Is this a new coach hire or is this a returning coach?*

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#### RETURNING COACH HIRING PROCEDURES:

**Step #2:** If this is a returning coach – Is he/she a school board certified employee or not?

**Step #3:** If the returning coach is a school board certified employee then complete the recommendation for appointment – supplemental positions form – check athletic. Form is also located for your convenience under the forms tab at wakullaschooldistrict.org. Look for HR forms. (WCS CERTIFIED EMPLOYEE)

**Step #4:** If the returning coach is NOT a school board certified employee, then check your file to determine if the coach has an active coaching certificate.

**Step #5:** If the returning coach who is NOT a school board certified employee, has an active coaching certificate, then complete a recommendation for appointment, supplemental positions – check athletic. (NON-WCS EMPLOYEE)

**Step #6:** If the returning coach, who is NOT a school board certified employee, and does NOT have an active coaching certificate, then they must complete a volunteer coaching form. (SEE Vicki Benton – volunteer coaching procedures 101A.). A volunteer coach seeking a coaching certificate MUST apply for the coaching certificate within 10 days of volunteering and have all necessary documents to the Department of Education. Delays in receiving the coaching certificate caused by the applicant may prevent the applicant from receiving backpay for coaching.

#### NEW COACH HIRING PROCEDURES:

**Step #2A:** If this is a new hire, first of all the position must be posted. The individual must apply on line at wakullaschooldistrict.org. Then the individual must be hired by the principal.

**Step #3A:** If the individual is a WCS certified employee, complete Form A. (WCS CERTIFIED EMPLOYEES)

**Step #4A:** If the individual is NOT a WCS certified employee. Then they must:

- a. Apply and obtain an active athletic coaching certificate from DOE. (\$75.00\*)
- b. Submit to fingerprinting and obtain background clearance (\$51.25\*) and submit to pre-employment drug testing (\$35.00\*) and obtain a negative test result.
- c. The NON WCS employee will NOT receive a supplement until they have:
  1. Been Appointed and
  2. Attended orientation, completed financial paperwork and provided HR with:
    - i. High school diploma or official college transcript ii.
    - Completed reference form
  3. Receive an active athletic coaching certificate from Florida DOE and
  4. Obtain background clearance and a negative result on pre-employment drug testing.

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- d. If the NON WCS employee cannot obtain an athletic coaching certificate, then they must complete a volunteer coaching form and still must obtain a background clearance. (See Vicki Benton – Volunteer Coaching 101A)



## COACHING REQUIREMENTS

**Wakulla County School District requires the following prior to receiving a coaching supplement:**

1. Completed and approved electronic application
2. At least a high school diploma/GED (may have Bachelor's degree or higher)
3. One work reference
4. Fingerprints, background check, pre-employment drug screening and Level 2 Clearance
5. An active Florida DOE Athletic Coaching Certificate or Florida Teaching Certificate
6. CPR trained and certified – current CPR/First Aid card
7. Wakulla School District Orientation

**Wakulla High School Coaches also require the following qualifications:**

1. Must be at least 21 years of age.
2. Experience as a high school or college participant in the sport being coached preferred.

**To qualify to drive school district vehicles all coaches must meet driving requirements**

**Including possession of a valid Florida driver's license and clear**

**DMV report as determined by the WCS Transportation Coordinator.\***

- Reference form may be e-mailed, downloaded and mailed or downloaded and hand delivered to your previous supervisor. If they are e-mailed, they will automatically be returned to Human Resources. If they are mailed, they should be returned to the HR Department.
- Official college transcripts for all coursework completed or a copy of a high school diploma/GED must be sent to the HR Department.
- A current copy of your Florida DOE Athletic Coaching Certificate must also be forwarded to the HR Department and the Athletic Director of the school.

**NOTE:** To continue employment as a **paid** coach, you **MUST** have a **current** valid Florida Athletic Coaching certificate on file in Human Resources and with the School Athletic Director.



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## FREQUENTLY ASKED QUESTIONS BY APPLICANTS

**Q: I am having problems with my password when I try to use the online application system.**

**A:** To RETRIEVE or RESET your password, please refer to the link that reads, "Forgot your Password?"

**Q: How often are new positions posted online?**

**A:** Vacancies are updated daily on the Internet. Continue to monitor the Vacancy List for positions you may be interested in. When you find a position for which you are qualified, you may express your interest by submitting your application to the vacancy listed.

**Q: How long will my application be kept on file?**

**A:** Applications are kept active for 12 months. To keep your application active after 12 months, update your online job application and re-submit it by logging in to the online application with the username and password you used when you first applied. Two recent professional reference forms should be provided to complete the updating process.

**Q: What if I am already an employee and want to apply for an open position?**

**A:** Current employees interested in a vacancy should monitor the Vacancy List and submit their name for consideration via the online vacancy list. Current employees need to have an updated application on file to apply for positions on the Vacancy List.

**Q: What happens after I apply?**

**A:** If you are an **administrative applicant**: A review committee will screen all completed applications for potential candidates. The qualified candidates will be contacted for an interview before the review committee. (The District does not reimburse candidates for travel and other related expenses.) The interview team will recommend selected candidates to the Superintendent. The final candidate's employment is subject to the approval of the Board and a satisfactory background investigation, to include employment references. All applicants will be contacted regarding their status.

**A:** All other applicants: The principal/supervisor for the position maintains a list of applicants that are interested in the vacant position. After a review of the applications the principal/supervisor will select applicants for interviews. (The District does not reimburse candidates for travel and other related expenses.) The principal/supervisor then recommends a candidate to the Superintendent for the position. Employment with the District can commence after the Board has approved the appointment. All candidates will be contacted by the principal/supervisor regarding their status.

**Q: I was selected for a position. What do I do next?**

**A:** Human Resources will contact you to schedule fingerprinting, pre-employment drug screening and new hire orientation AFTER they have received your appointment form.

**Q: I am a former employee. What steps should I follow to apply?**

**A:** Former employees should update or complete the online job application and provide two recent reference forms. The reference form is highly recommended.

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**Q: I was self-employed. What should I use as references?**

**A:** Self-employed applicants may use their accountants and/or customers as references. Please note that references from relatives are not acceptable.

**Q: I am a part-time employee pursuing full-time positions. Do I have to apply again?**

**A:** Part-time employees pursuing full time positions should have an updated application to include recent reference forms and submit their application for positions they would like to be considered for.

**Q: I have additional questions...**

**A:** Please contact Human Resources Department at 850.926.0065, Brenda Clemons at ext. 9402 or [brenda.clemons@wcsb.us](mailto:brenda.clemons@wcsb.us) at the Wakulla County School Board offices.

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Your school district has required you to complete online professional development from **EDTrainingCenter** to support your development at work. Follow the directions provided below to access and complete training.

### **Creating Your Account**

- 1.) Go to [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com) and click the **Go to Login/Register** link. This will take you to the Login page. Click the **"Create an Account"** button.
- 2.) **Provide the required information** including your **State** and **"Group"** which is your *School District*.

### **Purchasing Training**

- 3.) Your training program is named: **Introductory Teacher Training (for Substitute Teachers)**.  
There are several ways to locate this training in our online store. It can be found on every state page or you may use the **Search** feature at the top of the page on our website. Just type the name and click the button to locate the training.
- 4.) Locate your training and click the **Add to Cart** button. This takes you to the shopping cart page where you may review your order.
- 5.) When your order/cart is ready, click the **Checkout** button and make your purchase by credit/debit card or check/money order\*. You will be given directions for accessing the training once the online payment processes.

*\*Learners paying by check/money order will be contacted once the mailed payment is received and will be enrolled in their training modules at that time.*

### **Resuming Training in Progress**

You may train on your own schedule, logging out whenever you wish to stop. Our program will "remember" the work you've completed. To return to training currently in progress, simply login to the site and then click the **Go to My Training** link.

### **Training Requirements**

Most districts require completion of all courses and exams in a training module, however, you should check with your district if you are unsure. Many districts require you to print your Certificates of Completion to demonstrate your participation in the training.

### **Contacting Support**

We offer email and LIVE Chat M – F, 9 – 9 EST. Click the **CONTACT US** link at the bottom of any page. *NOTE: Support can only answer questions related to billing or technical issues.*

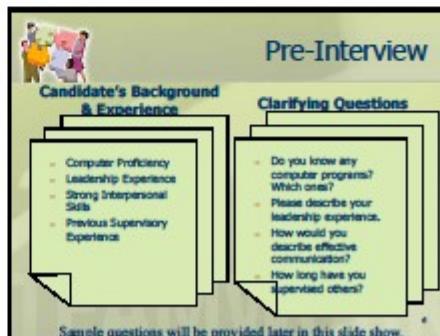
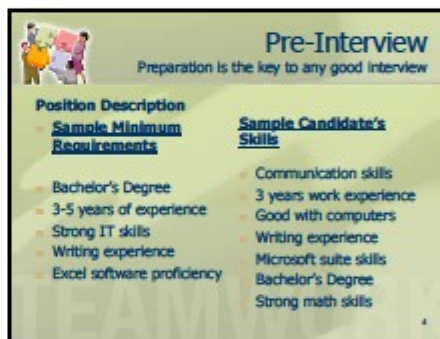
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## INTERVIEW SKILLS POWER POINT TIPS

(E-version available upon request)

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### Pre-Interview

#### Employment History

- 1990-present: Manager of Technology
- 1994-1997: Technology Specialist
- 1989-1994: Computer Analyst
- 1981-1989: Computer Technician

**NOTICE GAPS IN EMPLOYMENT --**

#### Employment History


- Manager of Technology
- Technology Specialist
- Computer Analyst
- Computer Technician
- Interior Design Assistant

**NOTICE: UNRELATED POSITIONS**

This will help you gain insight into why they performed certain responsibilities. It will also help you determine a job match.

### Pre-Interview

- Ideally, salary discussions should occur before the interview, but if it hasn't, clarify this information when the interview is scheduled. (Salary schedules are online at [wakullaschooldistrict.org](http://wakullaschooldistrict.org))
- You may wish to clarify these questions during the telephone screen when you schedule the interview.



### Pre-Interview

#### Candidates A,B,C

Preparation Information

#### Comparison Chart

Candidate A  
Candidate B  
Candidate C

**Don't be lazy in the preparation stage!**

### Conducting the Interview

Now that you have reviewed the pre-interview process, you are ready to conduct the interview.



### Conducting the Interview

- Always interview in a quiet, confidential office or conference room.
- Don't allow for interruptions, including telephone calls.
- You may want to offer them a cup of coffee or water but make sure you are ready to begin the first three minutes.

### Conducting the Interview

- Your first goal is to give some basic information.
- This is a good time to clarify their background, experience, employment gaps and any other information that is unclear.
  - Describe the position
  - Give the timelines
  - Resume Reviewed

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### Conducting the Interview

Remember to treat all candidates alike and stick to your questions.

- Never talk more than the candidate
- Always actively listen
- You should be listening 80% of the time.




### Conducting the Interview

- Take notes on important points. (Remember, your notes are public record.)
- Do **not** refer to physical characteristics that could be used for discriminatory purposes, i.e., overweight, walks with a limp, etc...


**Candidate Notes:**

1. Knows Rd
2. Aqua Colored Suit



### Conducting the Interview

- Don't forget to "sell the position" and the "district" to the candidate.
- "A" rated school district



### Conducting the Interview

- Be realistic. Don't string them along and ALWAYS follow up in a timely manner.



### Conducting the Interview

<p>Lawful Inquiries</p> 	<p>Unlawful Inquiries</p> 
---	---

### Conducting the Interview

- Lawful/Unlawful Questions

**NAME**

- You **may** ask
  - Have you ever worked under a different name?
  - What is your full name?
  - Do I need any additional information to check your work record.

You **MAY NOT** ask for an applicant's maiden name or for the original name of an applicant whose name was changed by court order.

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**Conducting the Interview**

Lawful/Unlawful Questions

**ADDRESS**

You **may** ask: HOW LONG? (No other questions should be asked in this area?)

18

**Conducting the Interview**

Lawful/Unlawful Questions

**BIRTHPLACE**

You may **NOT** ask...

- Where their parents were born
- Anything regarding the birthplace of relatives or spouses
- Naturalization Records
- Birth Certificate
- Baptismal Records

19

**Conducting the Interview**

Lawful/**Unlawful** Questions

**RACE OR COLOR**

This includes the complexion or color of skin.

20

**Conducting the Interview**

Lawful/Unlawful Questions

**RELIGION OR CREED**

You may **NOT** ask any questions regarding a person's religion, religious affiliations, church, pastor, parish or religious holiday's they observe

21

**Conducting the Interview**

You may **NOT** ask.....

**Height**

**Weight**

**Photograph**

**Marital Status**

You **MAY** ask, however, whether their spouse is employed by your employer.

22

**Conducting the Interview**

You may **NOT** ask....

**SEX**

- This includes asking for surnames such as Mr., Miss, or Ms.
- Type of Birth Control
- Orientation

23



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### Conducting the Interview

Lawful/Unlawful Questions

## Handicap/Disability

- You may **NOT** ask: Physical or Mental Condition
- You **MAY** ask: Can you perform the essential duties of the position with or without accommodation? (Make a note of the accommodation.)

27



### Conducting the Interview

You **MAY** ask **ONLY** after the individual is hired. No other questions regarding citizenship can be asked including *"Of what country are you a citizen?"*

## CITIZENSHIP

- Do you intend to become a citizen?
- Do you intend to remain permanently in the US?
- Do you have the legal right to remain permanently in the US?



### Conducting the Interview

You **MAY** ask if they speak...

- French?
- German?
- English?
- Spanish?
- Italian?

YOU **MAY NOT** ask how an applicant acquired the ability to read, write or speak a foreign language.

You may **NOT** ask...

- An applicant's parents or spouses' nationality.
- Do not refer to their family tree.

27



### Conducting the Interview

Lawful/Unlawful Questions


You **MAY** ask...

- Academic Education
- Professional Education
- Vocational Education



## EDUCATION

28



### Conducting the Interview

You **MAY** ask...


## Work Experience

## Arrests

Have you ever been convicted of a crime?

Are there any felony charges pending against you?

28



### Conducting the Interview

You **MAY** ask... for an emergency notification contact.

You may **NOT** ask for the nearest living relative.

You may **NOT** ask for the spouse's, mother's, father's or dependant children's addresses.

You **MAY** ask for organization affiliations excluding names which indicate the race, color, religion, national origin or ancestry of its members.

29

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### Conducting the Interview

- You may **NOT** ask questions regarding the type of discharge from the military.




31



### Conducting the Interview

- Keep in mind.....**
  - Title VII of the U.S. Civil Rights Act of 1964
  - Title I of the Americans with Disabilities Act
  - Immigration Reform and Control Act of 1986

32



### Conducting the Interview

- Sample Job Related Questions:**  
You may find some of these questions, or variations of them, helpful in obtaining information from applicants.

33



### Conducting the Interview


**Questions to Learn How the Applicant Regards Current or Past Positions**

- Flexibility
- Teamwork
- Detail Oriented
- Ambitious
- Communication Skills


**Sample Questions**

- Tell me about your present or last position.
- What activities did you enjoy most at your last job?
- How would you describe a typical work day?
- What do you consider the most critical element in the successful performance of your present or last position?

34



### Conducting the Interview

**Questions to Learn How the Applicant Regards Current or Past Positions**


**Sample Job Related Questions**

- What was your greatest contribution in your last position?
- What job functions are the most difficult for you? Why?
- What problems do you encounter on the job?
- Which frustrate you the most? Why?
- How do you deal with them?
- What do you feel you do best? Why?

35



### Conducting the Interview

**Questions to Learn How the Applicant Regards Current or Past Positions**


**Sample Job Related Questions**

- How have your previous jobs prepared you for more responsibility?
- How have you improved your position from the one you originally accepted?
- To what extent do you feel your job progress in the past has been in keeping with your ability?
- What are the reasons you left your last job?
- You've changed jobs frequently. Why?

36

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### Conducting the Interview


**Questions to probe the applicant's relationships with people**



**Sample Job Related Questions**


- For what kinds of things have you been praised or criticized?
- Do you prefer working with others or independently?
- How would you describe your supervisor?
- What do you feel are your supervisor's greatest strengths and weaknesses. Why?
- In what ways has your supervisor supported your performance?

37



### Conducting the Interview

**Questions to Probe the Applicant's Relationship with People**



**Sample Job Related Questions**

- How would you characterize your coworkers?
- What disagreements have you had with coworkers?
- How would you describe your relationships with people in other departments?
- What kind of people do you enjoy working with?
- What kind do you find difficult?
- What type of committees have you worked on? What did you contribute?

38



### Conducting the Interview

**Questions to Explore Aspirations**



**Sample Job Related Questions**

- What's important to you in a job?
- What do you want from this job that is lacking in your present one?
- What are your salary expectations?
- What are your thoughts regarding promotions for yourself?
- What are you doing to achieve your career goals?



39



### Conducting the Interview

**Questions to Stimulate Self Assessment**



**Sample Job Related Questions**

- As an employee, what do you consider your greatest strength?
- In what areas would you most like to improve? Why?

40



### Conducting the Interview


**Questions to Stimulate Self Assessment**



**Sample Job Related Questions**

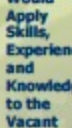
- What motivates you?
- How do you work under pressure?

41



### Conducting the Interview

**Questions to Determine How the Applicant Would Apply Skills, Experience and Knowledge to the Vacant Position**



**Sample Job Related Questions**

- What attracted you to apply for this job?
- What do you believe qualifies you for this position?
- What element of this job would be new to you?
- What additional training do you feel is required to achieve full proficiency?


42



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### Post-Interview Follow-up Tasks

After the interview is complete, there are several follow-up tasks that should be completed.

Don't wait until you've interviewed another candidate.

- Make a list of the candidate's strengths and weaknesses.

43



### Post-Interview Follow-up Tasks

If you have several candidates that you are interested in, inform them that you will be conducting...

1. Reference checks
2. Motor Vehicle Background Investigation
3. Criminal Background Investigation
4. Educational Background Investigation

Is this a good Cultural match?

- This will yield greater productivity and reduce turnover



44



### Post-Interview Follow-up Tasks

Speak with the Superintendent

- Offer
  - Position
  - Salary
  - Start Date
  - Work Hours
  - Key Benefit Info
  - Welcome to....

Training Program

- Orientation
- Technology Training
- Mentor/Peer Teacher
- Introduction to faculty/staff school/site


45



### HR Forms on Web-site

- Advanced Degree Recommendation
- Contractual Workday Agreement
- Direct Deposit Agreement
- PRS-New Employee Certification
- I-9
- Personal History Form
- Personal History Exemption Request
- Public Employees Oath
- Recommendation and Appointment of Personnel
- Reference forms
- Statement of Previous Employment
- Supplemental Positions Appointment
- Telephone Reference Form
- Verification of Previous Employment
- W-4


46



### Summary

Following the guidelines and suggestions in this slide show will:

1. Help you find the best candidate for a position.
2. Help you avoid unlawful inquiries.
3. Provide a satisfying experience for all parties involved.



47

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## Appendices

### Federal and Florida Labor Laws

Appendix A:	Child Labor Laws
Appendix B:	Discrimination
Appendix C:	Equal Employment Opportunity is the Law
Appendix D:	Employee rights (UNLRA)
Appendix E:	Equal Opportunity is the Law
Appendix F:	Employee Rights and Responsibilities (FMLA)
Appendix G:	Job Safety and Health (OSHA)
Appendix H:	Notice to Employees Minimum Wage in Florida
Appendix I:	Notice Employee Polygraph Protection Act
Appendix J:	To Employee – Notice of Unemployment Compensation Registration
Appendix K:	Your Rights Under USERRA
Appendix L:	Workers’ Comp Works for You

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## Child Labor Laws

The State of Florida and the Federal Fair Labor Standards Act (FLSA)  
Protecting the Health, Education and Welfare of Minors in the Workplace

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA). The stricter provisions must be observed and are denoted by bold lettering. The federal law in italics.

	Minors 16 & 17	Minors 14 & 15 – Under 14 years old MAY NOT WORK
SCHOOL ATTENDANCE	Florida: May NOT work during school hours unless they meet a criterion of the Hour Restrictions listed below. FLSA: No limitations.	Florida & FLSA: May not work during school hours (some exceptions apply)
PERMITS TO WORK	Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old.	
HOURS OF WORK, WHEN SCHOOL IS IN SESSION	Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m. and for no more than 8 hours a day when school is scheduled the following day. On days when school does not follow, there are no hour restrictions. FLSA: No limitations.	Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and on nonschool days, when school days do not follow, until 9 p.m. FLSA: Daily maximum of 3 hours on school days, 8 hours nonschool days; weekly maximum is 18 hours; not before 7 a.m. or after 7 p.m. Note: Application of both state and federal laws allows this age group to work up to 8 hours on Saturday, Sunday and nonschool days, when school days do not follow, until 7 p.m.
HOURS OF WORK, WHEN SCHOOL IS NOT IN SESSION (summer vacation; winter, spring breaks)	Florida: No limitations. FLSA: No limitations. Note: Hazardous occupations still apply for minors.	Florida: May work up to 8 hours per day and up to 40 hours per week; may not work before 7 a.m. or after 9 p.m. FLSA: May work up to 8 hours per day and up to 40 hours per week. Work must be performed between 7 a.m. and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.
DAYS PER WEEK	Florida: No more than 6 consecutive days in any one week. FLSA: No limitations.	
BREAKS	Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations.	
AGRICULTURE	Florida: Minors participating in farm work, not on their parents or guardian's farm, must comply with the same restrictions as in other work. FLSA: No limitations.	
FLSA: No employment permitted during school hours. May work after school in occupations not declared hazardous in agriculture. See Child labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the federal minimum wage provisions.)		
RESTRICTED OCCUPATIONS The State of Florida has incorporated the 17 Hazardous Occupations (HOs) of the FLSA into the Florida law and Child Labor Rule. For more info on HOs, contact the U.S. Department of Labor, Wage and Hour Division. This poster represents a combination of those laws with an ** annotating Florida law "only."		
<div><div><b>Minors under the age of 18 may not work in below occupations:</b><ul style="list-style-type: none"><li>Working in or around explosives or radioactive substances</li><li>Operating motor vehicles</li><li>Logging or sawmilling</li><li>Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing, processing, or rendering</li><li>Working on any scaffolding, roofs or ladders above 6 feet; roofing</li><li>Wrecking, demolition or excavation</li><li>Mining occupations</li><li>Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting machines</li><li>Manufacturing brick and tile products</li><li>Operating circular saws, band saws, &amp; guillotine shears</li><li>** Working with compressed gases exceeding 40 p.s.i.</li><li>** Working in or around toxic substances, corrosives or pesticides</li><li>** Firefighting</li><li>** Working with electrical apparatus or wiring</li><li>** Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, and harvesting, planting, or plowing machinery or any moving machinery</li></ul></div><div><b>Minors 14 and 15 may not work in these occupations:</b><ul style="list-style-type: none"><li>Operating any power-driven machinery other than office machines, including all power mowers and cutters</li><li>Maintaining or repairing an establishment, machines, or equipment</li><li>Working in freezers or meat coolers</li><li>Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and cutters, and bakery-type mixers</li><li>Operating motor vehicles</li><li>Manufacturing, mining, or processing occupations where goods are manufactured, mined, or processed</li><li>Cooking (some exceptions apply) &amp; baking</li><li>Working in occupations in Transportation, Warehouse and Storage, Communications, and Construction (except clerical); boiler or engine rooms</li><li>Loading and unloading trucks</li><li>Working in public messenger services</li><li>** Handling certain dangerous animals</li><li>** Conducting door-to-door sales of products as employment (some exceptions)</li><li>** Spray painting</li></ul></div></div>		
<div><div><b>EXEMPTIONS</b> <b>Hour Restrictions-</b> (from hour restrictions only; hazard restrictions still apply until 18 yrs.)<ul style="list-style-type: none"><li>Minors who hold waivers from a public school or Child Labor Compliance</li><li>Minors who are or have been married</li><li>Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma</li><li>Minors who have served in the U.S. Armed Forces</li><li>Minors who are enrolled in high school work programs</li></ul></div><div><b>Age Restrictions-</b> (from age requirements; hazard restrictions still apply)<ul style="list-style-type: none"><li>Minors who work for their parents in occupations not declared hazardous</li><li>Pages in the Florida legislature</li><li>Newspaper delivery (10 years old)</li><li>Minors in the entertainment industry registered with Child Labor Compliance</li></ul>A court may authorize an exemption from age and hour restrictions.</div></div>		
<b>PARTIAL WAIVERS</b> The Florida Child Labor law is designed to serve and protect minors and encourage them to remain in school. At times, some minors may feel that the law conflicts with their best interest or their life circumstances; therefore, they have the right to request an exemption from the law. If the minor is attending a K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Child Labor Compliance. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors.		
<b>PENALTIES</b> Florida: Employment of minors in violation of Florida Child Labor law may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor/per violation.		
<b>WORKERS' COMPENSATION</b> Florida: If an injured minor is employed in violation of any provision of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Workers' Compensation law.		
<b>POSTING REQUIREMENTS</b> Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, this poster notifying minors of the Child Labor laws.		
For information on Florida laws contact: Florida Department of Business and Professional Regulation • Child Labor Program 1940 North Monroe Street • Tallahassee, FL 32399-1044 • Telephone 850.488.3131; Toll-Free 1.800.226.2536 • <a href="http://www.myfloridalicense.com">www.myfloridalicense.com</a> For information on federal laws contact: U.S. Department of Labor, Wage & Hour Division, listed in the telephone directory under U.S. Government; Toll-Free 1.866.487.9243; <a href="http://www.dol.gov/elaws/flsa.htm">www.dol.gov/elaws/flsa.htm</a> Florida Department of Business and Professional Regulation and the United States Department of Labor "Working Together for Florida's Workforce"		



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## FLORIDA LAW PROHIBITS DISCRIMINATION

### BASED ON:

RACE, COLOR, RELIGION,  
SEX, NATIONAL ORIGIN, DISABILITY, AGE  
OR MARITAL STATUS

### WHAT IS COVERED UNDER THE LAW:

- EMPLOYMENT
- PUBLIC ACCOMMODATIONS
- RETALIATION AFTER FILING A CLAIM
- STATE EMPLOYEE WHISTLE-BLOWER RETALIATION

*If you feel that you have been discriminated against,  
visit our web site or call us!*

### FLORIDA COMMISSION ON HUMAN RELATIONS

2009 Apalachee Parkway  
Suite 200, Oakland Building  
Tallahassee, Florida 32301-4857  
<http://FCHR.state.fl.us>

Phone: (850) 488-7082  
Voice Messaging: 1-800-342-8170

## LA LEY DE LA FLORIDA PROHIBE DISCRIMINACIÓN

### BASADA EN:

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL,  
INCAPACIDAD, EDAD, O ESTADO CIVIL

### LO QUE ESTÁ CUBIERTO BAJO LA LEY:

- EMPLEO
- LUGARES DE ACOMODO PÚBLICO
- ACCIÓN VENGATIVA DESPUES  
DE PRESENTAR UNA QUEJA
- ACCIÓN VENGATIVA EN CONTRA DE UN TRABAJADOR  
PÚBLICO, DESPUES DE PRESENTAR UNA QUEJA BAJO LA  
LEY DE "SOPLÓN" (WHISTLE-BLOWER)

*¡Si usted siente que ha sido discriminado,  
visite nuestra página web o llámenos!*

### LA COMISIÓN DE RELACIONES HUMANAS DE LA FLORIDA

2009 Apalachee Parkway  
Suite 200, Oakland Building  
Tallahassee, FL 32301-4857  
<http://FCHR.state.fl.us>

Teléfono: (850) 488-7082  
Correo de Voz: 1-800-342-8170



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# Equal Employment Opportunity is **THE LAW**

## Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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# Employee Rights

## Under the National Labor Relations Act

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The National Labor Relations Act (NLRA) guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity or to refrain from engaging in any of the above activity. Employees covered by the NLRA\* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board (NLRB), the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

### **Under the NLRA, you have the right to:**

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your wages and benefits and other terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

### **Under the NLRA, it is illegal for your employer to:**

- Prohibit you from talking about or soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.

### **Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:**

- Threaten or coerce you in order to gain your support for the union.



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# Equal Opportunity is the Law

**It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:**

- against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and
- against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his/her participation in any WIA Title I-financially assisted program or activity.

**The recipient must not discriminate in any of the following areas:**

- deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity;
- providing opportunities in, or treating any person with regard to, such a program or activity; or
- making employment decisions in the administration of, or in connection with, such a program or activity.

## What to do if you believe you have experienced discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either the recipient's Equal Opportunity Officer or with the Director, Civil Rights Center, U.S. Department of Labor:

**Peter de Haan, Equal Opportunity Officer**  
**Office for Civil Rights (OCR)**  
**Agency for Workforce Innovation**  
Caldwell Building - MSC 150  
107 East Madison Street  
Tallahassee, Florida 32399-4129

or

**The Director, Civil Rights Center (CRC)**  
**U.S. Department of Labor**  
200 Constitution Avenue NW, Room N-4123  
Washington, DC 20210

If you file your complaint with the Office for Civil Rights (OCR), you must wait either until OCR issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (CRC). (See the address above.)

If OCR does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for OCR to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with OCR).

If OCR gives you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

### For information or to file a complaint, contact

**The Office for Civil Rights**  
**Agency for Workforce Innovation**  
**Caldwell Building – MSC 150**  
**107 East Madison Street**  
**Tallahassee, Florida 32399-4129**  
**Phone: 850-921-3205**  
**Fax: 850-921-3122**      **E-mail: Civil.Rights.@awi.state.fl.us**  
**TTY – Florida Relay Service (FRS): 711**

**Equal Opportunity Employer/Program**  
**Auxiliary Aids and Services are Available Upon Request to Individuals with Disabilities**

AWI OCR 2a 10/02



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## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013



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# Job Safety and Health It's the law!

**OSHA**  
Occupational Safety  
and Health Administration  
U.S. Department of Labor

## EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

## EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

This free poster available from OSHA –  
*The Best Resource for Safety and Health*



Free assistance in identifying and correcting hazards or complying with standards is available to employers, without citation or penalty, through OSHA-supported consultation programs in each state.

**1-800-321-OSHA**  
[www.osha.gov](http://www.osha.gov)

OSHA 3168-17-000

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**U.S. DEPARTMENT OF LABOR**

**EMPLOYMENT STANDARDS ADMINISTRATION**

Wage and Hour Division  
Washington, D.C. 20210



# NOTICE

## EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

### PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

### EXEMPTIONS\*

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

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UCT-83  
R. 10/05

# To Employees-

## ▪ YOUR EMPLOYER

is registered with the Department of Revenue as a liable employer under the Florida Unemployment Compensation Law and you, as employees, are covered by unemployment insurance. Unemployment taxes, which finance benefits paid to eligible unemployed workers are paid by the employer and, by law, cannot be deducted from employee's wages.


- You may be eligible to receive unemployment compensation benefits if you meet the following requirements:
  1. You must be totally or partially unemployed through no fault of your own.
  2. You must register for work and file a claim.
  3. You must have sufficient employment and wages.
  4. You must be ABLE to work and AVAILABLE for work.
- You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.
- You must report all earnings while claiming benefits. Failure to do so is a third degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine.
- Any employee who is discharged for misconduct connected with work may be disqualified from 1 to 52 weeks and until the worker has earned in new work, at least 17 times the weekly benefit amount of his or her claim.
- Any employee who voluntarily quits a job without good cause attributable to the employer may be disqualified until the worker has earned in new work, at least 17 times the weekly benefit amount of his or her claim.
- If you have any questions regarding filing a claim for unemployment compensation benefits, call the Agency for Workforce Innovation at 800-204-2418 or visit the Web site [www.floridajobs.org](http://www.floridajobs.org).

Agency for Workforce Innovation  
Office of Unemployment Compensation  
MSC 229  
107 East Madison Street  
Tallahassee, Florida 32399-4135

This notice must be posted in accordance with Section 443.151(1) of the Florida Unemployment Compensation Law.






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## YOUR RIGHTS UNDER USERRA

### THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS	HEALTH INSURANCE PROTECTION
<p>You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:</p> <ul style="list-style-type: none"> <li>☆ you ensure that your employer receives advance written or verbal notice of your service;</li> <li>☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;</li> <li>☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and</li> <li>☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.</li> </ul> <p>If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.</p>	<ul style="list-style-type: none"> <li>☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.</li> <li>☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.</li> </ul>
<h4 style="margin: 0;">ENFORCEMENT</h4>	
<p><b>RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION</b></p> <p>If you:</p> <ul style="list-style-type: none"> <li>☆ are a past or present member of the uniformed service;</li> <li>☆ have applied for membership in the uniformed service; or</li> <li>☆ are obligated to serve in the uniformed service;</li> </ul> <p>then an employer may not deny you:</p> <ul style="list-style-type: none"> <li>☆ initial employment;</li> <li>☆ reemployment;</li> <li>☆ retention in employment;</li> <li>☆ promotion; or</li> <li>☆ any benefit of employment.</li> </ul> <p>because of this status.</p> <p>In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.</p>	
<p style="font-size: x-small;">The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the Internet at this address: <a href="http://www.dol.gov/vets/programs/userra/poster.htm">http://www.dol.gov/vets/programs/userra/poster.htm</a>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.</p>	
 <b>U.S. Department of Labor</b> <b>1-866-487-2365</b>	 <b>U.S. Department of Justice</b> <b>Office of Special Counsel</b> <b>1-800-336-4590</b>
 <b>ESGR</b> <small>EMPLOYER SUPPORT OF THE GUARD AND RESERVE</small> <b>1-800-336-4590</b> Publication Date—October 2008	



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# Workers' Comp Works For You

## If you are injured on the job:

- 1.** Notify your employer immediately to get the name of an approved physician. **Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.**
- 2.** Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed.
- 3.** If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's Division of Workers' Compensation at 1-800-342-1741.

Workers' compensation pays for authorized medically necessary care and treatment related to your injury or illness.

If you are unable to work or your earnings are lower because of a work related injury or illness, and you have been disabled for more than seven calendar days, you may be eligible for some wage replacement benefits.

### \$25,000 Reward ANTI-FRAUD REWARD PROGRAM

Rewards of up to \$25,000 may be paid to persons providing information to the Department of Financial Services leading to the arrest and conviction of persons committing insurance fraud, including employers who illegally fail to obtain workers' compensation coverage. Persons may report suspected fraud to the department at

1-800-378-0445 or online at

<http://www.myfloridacfo.com/fraudpage.asp>

A person is not subject to civil liability for furnishing such information, if such person acts without malice, fraud or bad faith.

This notice of compliance must be posted by the employer and maintained conspicuously in and about the employer's place of business.

State of Florida  
Division of Workers' Compensation

69L-6.007, F.A.C. Compensation Notice  
DFS-F4-1548  
Revised March 2010

Wakulla County School Board  
PLACE INSURER INFORMATION STICKER HERE

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