

SMCPS Posting, Interviewing, & Hiring Procedures

Posting Positions

Requisitions

To begin the posting process, the Administrator/Supervisor must submit a requisition through **TalentEd (PowerSchool Unified Talent)** for any vacancy or new position. The requisition is submitted whether or not the position will need to be posted/advertised. There must be a requisition to match any vacancy and/or new position.

Once the requisition has been approved by all required parties, the position can then be advertised on the SMCPS website. <https://www.smcps.org/hr/employment-opportunities>

Developing and/or Revising Position Descriptions & Vacancy Announcements

When positions are newly developed within SMCPS, a position description is written. Please contact the Department of Human Resources to request the template to use. Be sure to include the following components in the Position Description:

- nature of work;
- essential functions;
- duties and responsibilities;
- qualifications, including specific requirements that may be unique for that position (certifications, licenses, tests, educational or experience, and other skills or abilities that are required);
- term of employment;
- salary grade range; and
- bargaining unit eligibility.

New positions will need to be placed appropriately on a Salary Schedule to reflect months and hours worked and/or level of responsibility, etc. If a position is Grant Funded, that must also be indicated. The position description, once approved, will be posted online under the Schedule of Classifications & Position Descriptions. When positions within SMCPS are vacated and need to be refilled, the position description must be reviewed for accuracy. Current position descriptions can be obtained online at <https://www.smcps.org/hr/schedule-of-classifications-position-descriptions>. If revisions are necessary, they must be approved by Cabinet before being sent to Human Resources. If revisions are necessary, proposed revisions must be highlighted by using the **track changes feature**. Vacancy announcements are developed from the Position Descriptions.

The vacancy announcement will include:

- Documents requested from the applicant (online application, resume, cover letter, references, certifications, licenses, transcripts, test scores, etc. If specific certifications are required, they will be noted as well. (for example, Administrator I or II, Certified Electrician, etc.);
- Appropriate placement on the Salary Schedule, if the position is grant funded, number of months worked, and hours worked, if appropriate;
- Minimum education and/or experience needed for the position (required or desired);

- Essential functions of the position; and
- Other skills or abilities for the position (required or desired).

Posting the Position

Positions are posted according to the negotiated agreements for the appropriate number of days. All positions will be posted utilizing the online application system through the SMCPS website.

Interview Process

Selecting Applicants to Interview

Each application submitted through TalentEd will be reviewed initially by Human Resources to determine if the applicant meets the minimum qualifications that are specified in the Vacancy Announcement. Per the negotiated agreements, all SMCPS employees who meet the minimum requirements **MUST** be granted an interview and considered prior to requesting external applicants. To request external applicants who meet the minimum requirements, the Administrator/Supervisor must submit in writing a summary indicating the knowledge, skills, or abilities that internal candidates lacked. Once the request is considered and approved, external candidates will be released by Human Resources to the Administrator/Supervisor to consider for an interview. An Administrator/Supervisor is not required to extend an interview to any or all external candidates.

Assembling the Interview Committee

When assembling the interview committee, the Administrator/Supervisor should include male and female representation when possible. Every effort should be made to develop a racially diverse committee. At a minimum, interview committees should be at least two individuals. These individuals should have an understanding of the requirements of the position and have administrative or supervisory roles. If an individual who is not an Administrator/Supervisor is serving on an interview committee for a position that is equal to their current position, that individual should be a recognized veteran in that position, a leader at that level, and/or approved to serve on the interview committee. If at any time there would be a conflict of interest between the interviewer and any of the applicants being interviewed, the interviewer should be excused, and replaced with an alternate. All applicants being interviewed should be interviewed by the same committee whenever possible.

The Administrator/Supervisor will serve as the lead of the interview committee. Prior to the interviews, the committee should determine if one person will ask all questions, or if each committee member will take turns asking questions. One committee member should be the greeter and escort the applicants to the interview room, when appropriate. Each committee member should introduce themselves to the applicants, even if they know them previously. It is a good idea to have a printed sheet with the interview committee team members listed, with their titles, and who the lead interviewer is, as this person may receive a thank-you note or follow-up letter from the applicants. It is also good practice to tape a copy of the interview questions to the table for the applicant to utilize during the interview.

Interviews

All interviews conducted will utilize the **Interview Protocol Rubric**. Resources can be accessed in the [Document Library](#) in **TalentEd**. Once the prompts and rubrics are created, use each of them consistently for each applicant interviewing for that position. Taking notes on applicants' responses to questions is appropriate and expected. However, the use of the Interview Protocol Rubric reduces the need for detailed notes.

The Equal Employment Opportunity Act (EEOA) prohibits an interviewer or potential employer from asking questions that might lead to discrimination or the appearance of discrimination. This includes questions that are in any way related to a candidate's:

- Age
- Race
- Ethnicity
- Color
- Gender
- Sex
- Sexual orientation or gender identity
- Country of origin
- Birthplace
- Religion
- Disability
- Marital status
- Pregnancy

Answering Applicants' Questions

One of the questions an applicant is likely to ask is when a decision can be expected. The interviewers should be honest, but also remember that the hiring process is a lengthy process that can meet with delays for a variety of reasons. The interviewer must not make promises. If the applicant has a question that the team cannot answer, the team should find out the answer and follow up with the applicant as soon as possible after the interview.

The applicant can be informed that once the interviews have been concluded, the team will make a recommendation to hire. Once the recommendation is approved, Human Resources will contact the successful applicant with the official offer of employment. If the applicant accepts, the applicants who were not selected will be notified by Human Resources via email using TalentEd.

The interviewer team must neither promise a position to any applicant nor imply that they will or could be the successful applicant. The final determination for any position remains with the Superintendent and/or Board of Education. Once all interviews are completed, the committee will make their recommendation to the appropriate supervisor. In some instances, follow-up interviews may be conducted.

Rating Applicants

Use the Interview Protocol Rubric ratings to rate each applicant. Immediately after the applicant has responded, score the response by checking the box next to the term that best describes the quality of the applicant's responses. Be sure to include one non-prompt that will replace the strengths and suggestions form that was used previously. **The Interview Protocol Blank Template** located in the [Document Library](#) on **TalentEd** includes an example of what should be included in

every interview protocol. For example, an appropriate non-prompt for teachers might be, “Based on the applicant’s interview, provide an overall rating of the impression made by the applicant in terms of how well the applicant spoke and conveyed his/her knowledge of the content, pedagogy, and students.” The Sample Quality Indicators for this prompt might include “used current and accurate knowledge,” “Uses standard English grammar,” and “Is knowledgeable about students.” Additionally, strengths and suggestions for improvement should be listed.

At the conclusion of the interview, enter the ratings in the summary box on the first page of the interview protocol document. Each interviewer should record their own scores independently.

Selecting the Successful Applicant

Once interviews are completed and scores are tabulated for all the applicants interviewed, the committee must make a recommendation for the final determination of one candidate or top candidates if second-round interviews are going to be conducted. The interview committee will complete one Team Rating Summary to reflect the scores of each interviewer. The interview committee will base their recommendation on what was presented to them through the application and interview process, without including personal biases, and must never reflect any form of illegal discrimination.

Checking References

Each new hire to SMCPS is asked to submit the names and contact information of three references as part of the application process. TalentEd can send electronic reference checks when an applicant enters an email address for those references. Candidates may also upload letters of recommendation. The administrator/supervisor has the responsibility of checking references before submitting a recommendation to hire.

Making the Recommendation for Hire

The link to the Recommendation for Hire Cognito form is available in the TalentEd Library. All candidates interviewed should be listed on the form. All supporting documents should be submitted with the Recommendation to Hire form, emailed to HRD@smcps.org, or sent via Metro.

Hiring Process

