THOMPSON SCHOOL DISTRICT

INSTRUCTIONAL/ APT HIRING CHECK SHEET

Use this form when hiring for the following positions:

Superintendent **Assistant Superintendent** **Principal**
Deputy Superintendent **Director** **Assistant Director/Principal**

Position to be filled: _____

Page one to be completed and turned in with copy of resignation, Vacancy Posting Requisition, and Job Description

Step One:

- **Complete this form, attach additional paperwork and then return to the Director of Human Resources *prior to the job being posted.***

_____ Separation Check Sheet Completed

_____ **Attach** a copy of resignation of the position needing to be filled.

_____ **Complete** a Vacancy Posting Requisition on AppliTrack.
- Log in to AppliTrack
  - Job Posting Tab
  - Create New Requisition
    Fill out appropriate requisition.
  - Attach job description and question to requisition. and send to Human Resources if it has been updated or if you need Human Resources to post to an outside source like CASE.

_____ **Posting approved by the Assistant Superintendent of Human Resources**.

_____ **Send** a copy of Job Description and questions to the Executive Administrative Assistant, if you want to have this job posted at an outside source (CASE).

Yes/No Do you want this position posted on any other website other than the Thompson School District?
Other places you would like the position posted

_____ Account Code: _____

_____ Account Code: _____

_____ Account Code: _____

Will a login be required for any of these websites? If so, what is the login and password to be used to place the posting?

_____

_____ Interview Information
- Date of Interview: _____

Yes /No Will there be phone interviews to screen the applicants prior to being placed on the list to be interviewed?
If yes, who will be conducting these phone screening interviews and when?

_____

- Committees

  _____ # of Committees

  Yes / No Will there be a task?
  If so, who is responsible for getting that information to the Executive Administrative Assistant of Human Resources? ___
  _____

  Yes /No Will there be a Community Forum?

  If so, where:_____

  Yes / No Has the area for the Community Forum been reserved?

  Yes / No Have the rooms for the interview(s) been reserved?

  _____

  _____

INSTRUCTIONAL/APT HIRING CHECK SHEET

Use this form when hiring for the following positions:

Superintendent **Assistant Superintendent** **Principal**
Deputy Superintendent **Director** **Assistant Director/Principal**

Position to be filled: _____

Page Two to be completed and turned in with copy of Committee Members.

Step Two:

- **Complete this form, attach additional paperwork and then return to Human Resources *two weeks prior to the interviews*.**
  - Committees

    _____ Complete the attached list of committee members.
    Yes/ No Have the committee members been contacted?
    Yes /No Will lunch be provided to the committee members during the interview?
    If so, what is the account code to be billed?
    _____

  - The Executive Administrative Assistant of Human Resources will send an email to all committee members confirming their membership on the committee.

COMMITTEE MEMBERS
STEP TWO OF THE PROCESS

Human Resources suggests that you have two licensed staff, two classified staff, Learning Service Director, appropriate level principal, one or two parents, one student (if appropriate), and Human Resource Director.

Committee A

Member Name	Initial Contact Made	Position Represented	Phone Number	Email Address

COMMITTEE MEMBERS
STEP TWO OF THE PROCESS

Committee B (if appropriate)

Member Name	Initial Contact Made	Position Represented	Phone Number	Email Address

INSTRUCTIONAL/APT HIRING CHECK SHEET

Use this form when hiring for the following positions:

Superintendent **Assistant Superintendent** **Principal**
Deputy Superintendent **Director** **Assistant Director/Principal**

Position to be filled: _____

Page Three to be completed and turned in with copy candidates to be interviewed.

Step Three:

- Upon closure of the job, the Director of Human Resources will send an AppliTrack folder to the hiring supervisor, which will include only the *applicants who meet the minimum qualifications*.
- ***Ten days prior to the interviews (or sooner)***, the hiring supervisor will forward the names of the candidates to be interviewed to the Executive Administrative Assistant of Human Resources.
- The Executive Administrative Assistant of Human Resources will then contact each applicant to set up an interview time, including any clarification on community forum and finalist interviews. An email confirmation will be sent to the candidate.
- The committee books will be prepared and given to the committee members at least 48 hours prior to the interview day.
- Complete the form below with the list of candidates you wish to be interviewed.

	HUMAN RESOURCES USE ONLY	
Name of Candidate	**EMAILED CONFIRMATION**	**TIME OF INTERVIEW**

INSTRUCTIONAL/APT HIRING CHECK SHEET

Use this form when hiring for the following positions:

Superintendent **Assistant Superintendent** **Principal**
Deputy Superintendent **Director** **Assistant Director/Principal**

Position to be filled: _____

Page Four to be completed and turned in with copy of Personnel Requisition to Hire and New Hire Check List.

Step Four:

- After all interviews have been conducted, you must complete the APT Staff Personnel Requisition that is located on AppliTrack. Please reference the attached Hiring Check sheet for additional information. An applicant cannot start their position of employment with the Thompson School District until all documentation has been completed
  - _____ **Call and verify** three references given by the candidate, then note those names on the Staff Personnel Requisition.
  - _____ **Notify** Human Resources of the prospective APT and once the Staff Personnel Requisition is completed they will email the payroll packet and request and other documentation needed.
  - _____ **Inform** candidate that first paycheck will be determined by Board of Education approval and payroll deadline.
  - _____ **Principal/Director will complete** Requisition to Hire and New Hire Checklist

Review of Processes

- Principal/Director will create job posting requisition in AppliTrack. Once entered in AppliTrack a vacancy posting number will be assigned.
- The Executive Administrative Assistant of Human Resources will post on any additional websites based on the information given on APT Hiring Checklist.
- Principal/Director will screen applicant pool. Applicants **must** have a complete AppliTrack application and **meet** the minimum job requirements.
- Principal/Director will select interviewees based on required criteria and depth of applicant pool.
- An incomplete application disqualifies candidates from being viable candidates.
- After the completion of the interviews, the Principal/Director will select candidate from interview pool and submit a completed Requisition to Hire Form along with the New Hire Checklist. Principal/Director will confirm with their **initials** that those documents have been verified and references have been checked.
- Upon receipt of Personnel Requisition, all information will be verified by the Director of Human Resources or designee. **If information is incomplete or cannot be verified, the form will be returned.**
- The New Hire Checklist will be used to indicate candidate's status for submission to the Board of Education.
- If candidate is not cleared for Board submission, the Requisition to Hire Form and a copy of the New Hire Checklist for APT Employees Form, the packet of information will be returned to Principal/Director indicating the areas that are incomplete.
- Under no circumstances will any candidate be recommended for hire or perform any job duties until all pre/post hiring requirements are met.

THOMPSON SCHOOL DISTRICT

HR New Hire Checklist for APT Employees
STEP FOUR OF THE PROCESS

Vacancy/Requisition to Hire #_____

Name	Employment Period
Position	Location
Address	Current Contact Phone #

PLEASE INITIAL AND DATE AS EACH SECTION IS COMPLETED

Section A – HR Staff

_____ AppliTrack Employment Application
_____ Transcript Verification
_____ Three Letters of Recommendation
_____ Signature Page
_____ Resume
_____ Current Colorado License yes/no (verbal verification); if no, provide date application for license was submitted Date Submitted
_____ Three References Checked
_____ APT Staff Personnel Requisition completed in AppliTrack
_____ Principal advises candidate of **RECOMMENDATION FOR EMPLOYMENT PENDING BOARD OF EDUCATION APPROVAL.**
NOTE: Prospective employee will be paid based on submitted documents, CBI verification, and payroll guidelines.
_____ Tandem Background Check Completed
_____ CDE check endorsement _____ Type _____ Expiration
_____ Fingerprints, if non-licensed position
_____ Original Transcripts

Section B – To be verified by HR staff (verify signatures and SSN on each page)

_____ Employee Information Payroll/HR Form
_____ EEO Form
_____ Experience Form
_____ **W-4**
_____ I-9
_____ **PERA**
_____ **SSA-1945 (SOCIAL SECURITY FORM)**
_____ **DIRECT DEPOSIT**
_____ Safety Sign Off
_____ Drug Free
_____ Internet Agreement
_____ Teacher Oath
_____ Copy of License

Section C – Candidate was not recommended for Board submittal (see highlighted areas).

_____
_____

Section D – Board Submittal

_____ Cleared for submission for Board Approval
_____ Date submitted to the Board of Education

Thompson School District
Phone Inquiry Reference Check

At least ONE Reference check should be a former supervisor.

Applicant's Name:	
Position:	
Date of Inquiry:	
Name of Reference:	
Reference Check made by:	

1. What is the nature of your association with the applicant? _____

2. How long have you known the applicant? _____

3. If you were to use a few words that you feel would accurately summarize this applicant, what would they be?

4. How would you compare the applicant's skills with others performing the same or similar jobs? _____

   Examples: _____

5. How would you evaluate the applicant's ability to take suggestions? _____

6. How would you evaluate the applicant's ability to take criticism? _____

7. To your knowledge, has the applicant been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving sexual behavior or unlawful behavior involving children? ☐ YES ☐ NO

8. To your knowledge, has the applicant been dismissed by, or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including sexual behavior, which was supported by credible evidence? ☐ YES ☐ NO

9. Do you have any other information that would reflect upon the applicant's qualifications for employment with the Thompson School District?
☐ YES ☐ NO

   If Yes, please explain: _____

   _____

   _____

10. Would you rehire this person? ☐ YES ☐ NO

    If No, please explain: _____

    _____

    _____

    _____

Legislation recently passed in the State of Colorado requires that we contact previous employers to obtain the above information before we employ any person to work in a school district in this state.

It is also important for you to know that, under this same law, any previous employer who makes a recommendation concerning an applicant is immune from civil liability unless the information is false and the previous employer knows it to be false or acts with reckless disregard concerning the veracity of the information, and the school district acts upon the information to its own detriment or to that of the applicant.