

To: Principals
CC: Area Superintendents
Human Resources
Date: July 1, 2017
Subject: Collaborative Interview Selection Process

Effective with the 2017-18 school year, Article VIII of the Master Agreement was modified with the following language:

“Subject to any requirements of applicable law (SB 10-191), applicants may be interviewed. Those interviewed will be identified through a consistent process determined by school administration, teachers and other staff as appropriate. The Department of Human Resources and the school administrator will screen candidates for qualifications. Positions posted as vacant for the next school year shall remain open for a minimum of five (5) work days and shall not be permanently filled during this posting period. After July 15, however, positions posted as vacant for the next school year shall remain open for a minimum of three (3) days.”

It is important to note that while the language gives more flexibility to Principals in regards to who is selected to interview for open positions, it also creates a need for a consistent process on how you determined which candidates would be interviewed and who would not. Human Resources has updated our *Recommendation for Employment* form to include a spot to check that you collaborated with the appropriate individuals and followed a consistent process when interviewing a candidate for your building. In order to ensure a consistent practice Human Resources encourages you to complete this form prior to selecting and scheduling interviews for your posted positions(s). The attached *Collaborative Interview Selection Process* form must be used for each posted Certified Teaching position.

Please contact your Human Resources Director with any questions.

Collaborative Interview Selection Process

Human Resources, per the Master Agreement, requires that you establish a consistent practice at your building that you maintain in writing and includes position, employees who you collaborated with and criteria for selection. The following guidelines are provided as a tool for Principals to utilize when screening routed applications for Certified Teaching positions based upon Article VIII of the Master Agreement. The list provided below is not inclusive to all positions, but more a guideline of those items that you may wish to consider when selecting candidates for interview. This form must be completed and maintained with all records relating to the specific posting that you are interviewing for. It will remain with the recruitment records unless specifically requested by Human Resources.

- Relevant and recent experience to the position
 - Related experience that strengthens the team
 - Longevity of work history
 - Specific content knowledge related to the position
 - Specialized training that relates to school / position goals
 - Leadership and/or volunteer experience
 - Other: _____
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List all members of your buildings team who collaborated on this selection criteria. (*I have provided Confidentiality expectations to all members of the screening/interviewing team*).

Principal Signature

Date