

Recruiting Procedure for Position Vacancies

- To begin the recruitment process, send Human Resources a completed "Position Requisition Form" for open positions.
- All regular (not temporary) positions must be posted internally for five (5) WORK days prior to any job offers.
- All letters of interest or application packets need to go through, Applitrack or Human Resources. HR will forward received paper packets to the hiring Administrator/Department Director
- Let Human Resources know if you would like the opening posted on ServingSchools.com/Applitrack
- The Administrator/Department Director will select an interview committee which should consist of at least five people:

Each member of the committee signs a confidentiality statement.

If a relative/friend applies for the position the committee member must make that known to the other committee members and may be asked to excuse themselves from the Interview Committee.

Together the team creates interview questions. Each candidate interviewed needs to be asked the same set of questions. It is suggested that the interview questions include a rating scale as well.

All applications are to be reviewed and scored on an application rating matrix by the Interview committee or Interview sub committee

The Interview Committee meets to discuss the application matrix results then selects the top candidates to be interviewed. Ultimately though it is the Administrator/Department Director's decision on which candidates move to the next stage.

Every internal candidate should be contacted by the Administrator/Department Director either for an interview or informed that they do not have the necessary qualifications and therefore are not being considered.

After the interviews are complete the team, hopefully, through consensus selects the top candidate(s). Ultimately though it is the Administrator/Department Director's decision on which candidates moves to the next stage.

The Administrator/Department Head conducts reference checks, meets with the committee to share the results and determines the top candidate. At this point based on the committee's input and reference checks the Administrator/Department Director may make the final selection.

If hiring a non Teacher/Administrator: once an offer of employment is accepted return the selected person's application packet attached to a Status Change form to Human Resources. Also return to HR all paper applications and any other recruitment paperwork (Interview questions, matrix, and confidentiality forms).

The Administrator/Department Head shall send letters (keep a copy of the letter and attach it to the application packet) or call interviewed applicants who were not hired thanking them for the interview.

When HR receives the application packet and SCF they will contact the new employee to schedule an

orientation (Please do not send individual new hires to the HR office to complete paperwork prior to submitting a SCF). During the summer HR will hold group orientation sessions for ALL new employees.

If hiring a teacher/administrator: once the candidate has been identified they are to meet with the Superintendent.

1. The Administrator/Department Director sends the full application packet of their top candidate, a short written paragraph (aka “reasons for recommendation” to be integrated into the candidate profile sent to Board members) and a completed Status Change form to the HR Director.
2. The HR Director will review the application packet to determine whether the candidate possesses the appropriate certification and if needed Highly Qualified status. The Business Manager and/or HR Director will calculate the applicant’s potential salary.
3. The HR Director will forward the packet to the Superintendent’s Administrative Assistant.
4. Once the Superintendent’s Administrative Assistant receives the packet from HR, she will contact you to provide dates/times the Superintendent can meet with the candidate and the principal/administrator.
5. If, at the end of the interview, the Superintendent has approved the candidate of choice for nomination for the position, the Principal/Administrator will escort the candidate to the Human Resources Office. The candidate will be introduced to staff and provided an orientation packet/date.

During the summer HR will hold group orientation sessions for ALL new employees.

6. The candidate will be recommended for hire to the School Board at its next regularly-scheduled meeting. There is usually only one meeting in July and August.
7. Once approved by the School Board the Administrator/Department Director shall notify the candidates interviewed but not selected via a letter, email or phone call thanking them for interviewing for the position.
8. Send HR all paper applications for the position filled and any other recruitment paperwork (Interview questions, matrix, and confidentiality forms).

Note:

If the candidate requests a letter of intent to hire, the Superintendent’s Administrative Assistant will prepare such letter for the Superintendent’s signature.

If a candidate is hired right before the new school year begins, the person can go before the school retroactively at the first School Board meeting in September.

The Superintendent’s Office needs three days prior to a School Board meeting to facilitate adding a candidate’s nomination/recommendation-to-hire to the already-established agenda.