



HIRING PRACTICES MANUAL

August 2024

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FORMS TO BE USED THROUGHOUT THE ADVERTISING AND HIRING PROCESS

All Human Resources forms referenced in this manual can be accessed at <http://docushare.esboces.org>.

RECRUITMENT AND OTHER HUMAN RESOURCES POLICIES

The following policies and regulations can be accessed at <http://docushare.esboces.org>.

Recruitment, Retention and Separation Policies

Policy 5120 – *Equal Employment Opportunity*

Policy 5130 – *Performance Review*

Policy 5150 – *Recruitment, Selection, and Appointment of Personnel*

Policy 5151 – *Hiring of Relatives*

Policy 5152 – *Temporary Personnel*

Policy 5153 – *Employee Time Schedules*

Policy 5154 – *Employee Separation*

Policy 5155 – *Incidental Teaching*

Policy 5156 – *Fingerprinting of Prospective Employees*

Policy 5157 – *Special Education Employees*

Policy 5170 – *Determination of Seniority*

Policy 5180 – *Complaints and Grievances by Employees*

Policy 5240 – *Employee Conflicts of Interest*

Policy 5380 – *Instructional Employees – Compensation/Advancement/Salary Adjustment*

Recruitment, Retention, and Separation Regulations

Regulation 5150R.1 – *Recruitment, Selection, and Appointment of Employees*

Regulation 5150R.2 – *Teacher Salary Placement*

Regulation 5152R.1 – *Arrangements for Professional Staff Substitutes and Itinerant Teachers*

Regulation 5152R.2 – *Teacher-Administrative Internship Program Guidelines*

Regulation 5152R.3 – *Part-Time and Substitute Support Staff Employment*

Regulation 5154R.1 – *Resignation of Professional Staff Members*

Regulation 5154R.2 – *Resignation of Support Staff Members*

Regulation 5180R.1 – *Complaints and Grievances by Employees*

Regulation 5380R.1 – *Teachers' Salary Schedules*

Recruitment, Retention, and Separation Policies/Regulations

Other related policies and regulations not included in this manual can be accessed at <http://docushare.esboces.org>.

ABOUT EASTERN SUFFOLK BOCES HIRING PRACTICES

Eastern Suffolk BOCES (ESBOCES) is engaged in a Strategic Planning process, which includes identifying goals and objectives for our Agency. One of those goals is as follows:

ESBOCES will recruit and retain a highly qualified and diversified staff and serve as a regional resource providing support in personnel administration to its component school districts.

As a direct result of the initial component of this goal, “to recruit and retain a highly qualified and diversified staff,” the Agency Recruitment Committee was formed to examine ways ESBOCES could meet and exceed said goal. This committee has worked to compile the best practices of ESBOCES, and through a process of review and revision, has continuously updated the Hiring Practices Manual.

ESBOCES is committed to filling vacant positions promptly, with the most qualified candidates. The first section of this handbook contains basic guidelines that will be followed by ESBOCES in the hiring process.

ESBOCES is committed to non-discrimination and will provide equal opportunity for employment, retention, and advancement for all people, regardless of race, color, religion, creed, sex (including pregnancy, lactation, childbirth, or related medical conditions), sexual orientation, marital, familial or partnership status, gender expression or identity, transgender status, age, national origin or ancestry, citizenship, physical or mental disability (including being a certified medical marijuana patient), genetic information (including testing and characteristics, predisposition or carrier status), military status, veteran status, status as a victim of domestic violence, uniformed service member status, certain arrest or conviction records or any other status protected by federal, state, or local law.

This policy of nondiscrimination includes access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits.

ESBOCES also provides equal access to the Scouts BSA and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Scouts BSA Equal Access Act of 2001).

Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers.

Assistant Superintendent for Human Resources 201 Sunrise Highway Patchogue, NY 11772 631-687-3029 ComplianceOfficers@esboces.org	Associate Superintendent for Educational Services 201 Sunrise Highway Patchogue, NY 11772 631-687-3056 ComplianceOfficers@esboces.org
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Any questions pertaining to hiring and employee separation practices should be directed to the Department of Human Resources at (631) 687-3005.

GENERAL HIRING PRACTICES FOR ALL STAFF

Vacancies

When an existing position becomes vacant, the administrator who supervises the currently vacant position must review the job description to determine if it is relevant to the work being undertaken. If necessary, changes should be made to ensure that the work being performed is reflected in the job description and that all essential functions of the job are included. Contact the Department of Human Resources for the appropriate job description.

When a new position is identified, a job description should accompany a request for advertising when it is sent by the hiring administrator to the office of the supervising Associate or Assistant Superintendent (Cabinet member) for approval. When applicable, job descriptions for new positions may be reviewed by representatives of ESBOCES bargaining units to determine appropriate bargaining unit placement. The Cabinet member electronically forwards the approved job description (if updated) and Form 5150F.15 (*Vacancy – Civil Service*) via *SchoolFront* to the Department of Human Resources or Form 5150F.16 (*Vacancy – Certificated*) via *SchoolFront* to the Office of Recruitment.

Salaries and Benefits

The hiring administrator may contact the Department of Human Resources or the School Personnel Officer to obtain the starting salary and basic benefit information for the vacancy.

Background and Reference Checks, Fingerprinting, and Appointment

Once a successful candidate is identified, the candidate is to be informed that employment is pending positive pre-employment reference and background checks. An applicant is not considered an ESBOCES employee until after the Department of Human Resources has received and/or completed all of the following:

- background check – fingerprint clearance;
- reference checks;
- Form 5150F.1 (*Appointment/Promotion Request*) (HR will assign start date); and
- Board approval.

In some cases, approval for an employee's start date to begin (commence) prior to the Board meeting may be granted (obtained). See specific sections herein for more information.

Orientations

The new employee will then be contacted to schedule a benefits orientation meeting, either in-person or virtually. The new employee will also be contacted to attend a New Employee Orientation conducted by the Department of Human Resources. Attendance at the New Employee Orientation is mandatory.

Reference Checks

The hiring administrator will complete Form 5150F.7 (*Pre-Employment Reference Information*) and submit it to the Department of Human Resources.

SECTION I: HIRING PROCESS

A. Administrative and Instructional Hiring

1. Vacancies

When any administrative vacancy becomes identified, the administrator in charge of the particular program or service will review the Administrator job description to determine if it meets

the needs of the program or service and the goals of the Division. Contact the Department of Human Resources for the appropriate job description.

The Cabinet administrator responsible for the Division where a vacancy exists must approve the filling of the vacancy prior to any other action taking place. In addition, the Cabinet administrator must review the position to determine if filling the vacancy addresses the overall needs of ESBOCES. Any changes to the job description, along with the recommended qualifications and certifications, are submitted to the supervising Cabinet member for review and approval. When applicable, job descriptions for new positions may be reviewed by bargaining units to determine appropriate bargaining unit placement. All administrative vacancy announcements must include a statement on Diversity, Equity, and Inclusivity as part of the job description and/or qualifications of the advertised position. The Cabinet administrator forwards the approved job description (if updated) **and** Form 5150F.16 (*Vacancy – Certificated*) via *SchoolFront* to the Office of Recruitment for review and inclusion in recruitment efforts, internal postings, and job advertisements.

2. Advertisement of Internal and External Vacancies

Once the job description is reviewed and amended (if necessary), it becomes the basis for both internal and external recruitment efforts. Since promotional/new positions call for internal postings of vacancies, an (Administrative) Vacancy Announcement is prepared by the Office of Recruitment. All Vacancy Announcements must be posted internally for a minimum of two weeks. Vacancy Announcements will be sent to “BOCES – All Users” via the ESBOCES email system, posted to the Recruitment and BOCES listservs, placed on the ESBOCES website and the *On-Line Application System (OLAS)* website, the *RecruitFront* platform, approved social media and job recruiting websites, and advertised on *School Leadership 2.0*. Information included in the Vacancy Announcement comes directly from Form 5150F.16 (*Vacancy – Certificated*) submitted by the Cabinet administrator.

A classified advertisement may also be placed through the Office of Recruitment. Since advertisements are charged to the budgets of specific offices/departments for which the advertisements are placed, cost must be determined and agreed upon prior to the placement of the advertisement.

3. Timeline for Submitting Requests for External Vacancy Advertisements Purchase Order Requisitions

Form 5150F.16 (*Vacancy – Certificated*) must be received by the Office of Recruitment no later than 4:00 p.m. on the Tuesday prior to the Sunday on which the advertisement will appear.

The draft advertisement will be sent to the ESBOCES external advertisement placement firm for a proof to be created. The firm produces a proof as it would appear in the newspaper of choice and submits a cost for the advertisement. The newspaper version of the advertisement (proof) and pricing will be sent to the hiring administrator for approval before the Office of Recruitment proceeds to place the advertisement.

All final and approved proofs will be placed by 12 noon the following day for posting in the *Sunday NY Times*, *Newsday*, or other identified publication.

Once the final advertisement proof has been approved, the hiring administrator must submit a Purchase Order Requisition to the Purchasing Department through *WinCap* no later than 12:00 noon the next day (Thursday). The Office of Recruitment will provide the hiring administrator with vendor pricing, sizing, and posting date information according to bid guidelines, which must be included in the Purchase Order Requisition. The Purchasing Department will generate a

Purchase Order number. The hiring administrator will provide the Office of Recruitment with the Purchase Order number and the advertisement will be processed.

4. Receipt of Candidate Résumés

All résumés and letters of application must be received via *OLAS* or *RecruitFront* by the Vacancy Announcement closing date in order to be considered for that position. Applicant responses must include a copy of the applicant's NYS certification confirming their eligibility to fill the vacancy. Each applicant will receive confirmation of their résumés submission from *OLAS* or *RecruitFront*.

5. Timeline for Receiving Candidate Résumés

Résumés submitted by candidates in response to an internal or external vacancy announcement or advertisement will be screened for minimum qualifications as outlined in the vacancy posting. Those résumés meeting minimum qualifications will be submitted to the hiring administrator for review and consideration one week following the deadline for candidates to submit résumés.

Vacancy postings containing deadlines falling on or around holidays or office closings will delay the timeframe for forwarding qualified candidate résumés to the hiring administrator for review and consideration.

6. Guidelines for Interviewing and Scheduling Candidates, and the Interview Committee

Prior to selecting candidates to interview, a committee established by the hiring administrator will conduct a formal screening and rating of applicants for meeting minimum qualifications as described in the Vacancy Announcement. Once the hiring administrator and the screening committee have selected candidates to be interviewed, a list of these candidates must be forwarded to the Office of Recruitment.

Contacting Candidates for Interview – Once candidates have been selected, they may be scheduled for interviews. All candidates being considered for the position should be emailed a current job description by the hiring administrator.

The hiring administrator will arrange interviews with a committee chosen to interview candidates for the position via phone, online platform (e.g. Zoom), or in-person. A minimum of three ESBOCES employees must be represented on the committee (a group which consists of the Director(s) or designee, representatives from the appropriate bargaining unit, and at least one individual representing a culturally/ethnically diverse background). A list of committee members must be submitted via email to the Office of Recruitment one week prior to the first interview (see Form 5150F.11 – *Interview Committee Record for Administrative Positions*). Whenever possible, a representative from the Department of Human Resources should be on all committees interviewing for administrative positions.

In some circumstances for instructional positions (i.e., summer school, limited program staff, and Teaching Assistants/Aides), it may not be possible to form a three-member committee. However, smaller committees should continue to follow all guidelines for interviewing candidates.

The committee should meet, prior to interviewing candidates, to review the job description and qualifications and to review prepared interview questions. Each committee member must view the ESBOCES *Hiring for Excellence: Anti-Bias Hiring Practices* video on the ESBOCES website and submit their written acknowledgement of committing to the process to the hiring administrator. Interview questions should be consistent. The same questions and rating scales

are required to be utilized for each candidate. It is important to note that even though rating scales and rubrics are used in the interview process, they should not be the sole determining factor in selecting a successful candidate.

The hiring administrator will read the confidentiality statement to the committee.

7. Confidentiality Statement

As a member of the Interview Committee, all information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. Please be reminded that you are acting as an agent of ESBOCES and should understand that you are participating in a confidential hiring process. All of your actions, documentation, and conversations related to this process are subject to the laws and regulations relating to fair and equitable employment practices. Failure to maintain confidentiality could result in violation of federal or state regulations and could incur liability on behalf of ESBOCES.

To that end, we ask that you adhere to the following:

- Do not Google or investigate any applicant.
- Do not share applicant's name or information.
- Do not write down any interview questions or share them with others.
- Do not photocopy or take cellphone images of any materials submitted by the applicant.
- Do not discuss conversations about the applicant during or following the interview process.

Committee members may discuss the qualifications of the candidate after each interview or upon the conclusion of all interviews. The discussion must not begin until all committee members have completed the interview rubric and rating scales. The committee members are not permitted to change any candidate's rating based on the discussion.

Upon completion of the interviews, the hiring administrator will collect all résumés and applications, rating criteria, and rating scales. After recording the ratings of the committee on Form 5150F.12 (*Interview Summary*), all individual rating sheets used by the committee are to be filed and stored by the hiring administrator for three years following the interviews, after which they should be shredded and discarded.

8. Interview Questions

To assist in preparing for your candidate interviews, refer to the following resources on the ESBOCES website under *Human Resources*: 100 Interview Questions and DEI Interview Questions.

9. Interview Rating Scales

Interview Rubric

The hiring administrator determines the appropriate questions and rating scale to be utilized during the interview. For the interview rubric, the hiring administrator will choose from the following two rating scales.

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1 Ineffective	2 Emerging	3 Effective	4 Highly Effective
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1 Ineffective	The candidate does not demonstrate knowledge and/or experience in this area.
2 Emerging	The candidate appears to understand and/or is able to demonstrate some experience in this area.
3 Effective	The candidate clearly understands, demonstrates, and has experience in this area. Candidates at this level are experienced professionals. They thoroughly know the job functions and have a broad repertoire of ideas and strategies pertaining to the position.
4 Highly Effective	In addition to the criteria in rating #3, the candidate demonstrates a level of experience in this area and will be able to make instant contributions for the agency. The candidate has <i>extensive</i> experience in this area.

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1 Unsatisfactory	2 Average	3 Above Average	4 Excellent
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1 Unsatisfactory	Candidate was vague and lacks knowledge and experience. Candidate had no response or could not answer the question.
2 Average	Candidate has knowledge but lacks experience.
3 Above Average	Candidate exceeds and is passionate. Gives examples of related experience.
4 Excellent	Significantly exceeds. Candidate expresses detailed experiences that relate to the position.

10. Notifying Successful Candidates

Successful candidates will be informed by the hiring administrator that references will be checked and the Department of Human Resources will be contacting them. The Department of Human Resources will confirm NYSED fingerprint clearance. The hiring administrator will offer the position upon completion of pre-hire reference checks and confirmation from the Department of Human Resources.

An applicant is not considered an ESBOCES employee until after the Department of Human Resources has received and/or completed all of the following:

- background check – fingerprint clearance;
- reference checks;
- Board approval; and
- Form 5150F.1 (*Appointment/Promotion Request*).

Salary inquiries may be directed to the Department of Human Resources.

Benefits inquiries should be directed to the Employee Benefits Supervisor in the Department of Human Resources.

11. Post Interview

Following the interview process, the hiring administrator contacts the candidate's references by telephone and documents the information on Form 5150F.7 (*Pre-Employment Reference Information*). The reference must be from an individual who has knowledge of the candidate as their supervisor. Exceptions to this must be discussed with the Department of Human Resources. The hiring administrator refers the recommended candidate(s) to the appropriate Cabinet administrator for a final decision.

After Cabinet approval, the hiring administrator is to complete Form 5156F.1 (*Request for Background Check*), found on *DocuShare* and *SchoolFront*. This form must be sent to the Department of Human Resources, along with Form 5150F.7 (*Pre-Employment Reference Information*). The Department of Human Resources will contact the candidate regarding NYSED fingerprint clearance.

When the NYSED fingerprint clearance is received, the Department of Human Resources will inform the hiring administrator of the outcome.

Once the background check has cleared, the hiring administrator must complete Form 5150F.1 (*Appointment/Promotion Request*) and forward it to the Department of Human Resources. The completed form must include the appropriate approval signatures. It is important that the proper budget code(s) and attendance clerk are included on this form for payroll purposes. Incomplete or inaccurately prepared forms will be returned to the hiring administrator for resubmission.

12. Notifying Unsuccessful Candidates (who were interviewed)

The hiring administrator is responsible for notifying unsuccessful candidates (see sample *Unsuccessful Candidate Letter*). Candidates who were not granted interviews are acknowledged by someone from the hiring administrator's office/department (see sample *Candidate Not Granted Interview Letter*).

13. Board Approval

At a regularly scheduled meeting of the Board, the name of the successful candidate will be included for approval on the Board Agenda in the Personnel Actions section. After approval, a

letter is sent from the office of the Assistant Superintendent for Human Resources to the successful candidate. Typically, a candidate's start date is after Board approval. However, exceptions can be made with Cabinet approval.

14. Benefits Orientation

Note: Depending upon circumstances and the position an internal candidate is leaving, a letter of resignation may be necessary. Contact the Department of Human Resources to determine if a resignation letter is required.

When Form 5150F.1 (*Appointment/Promotion Request*) is received in the Department of Human Resources, the new employee is contacted regarding applicable benefits.

B. Classified Civil Service Hiring

The Civil Service hiring requirements are determined by the position classification.

1. Civil Service – Position Classification

Competitive Class Positions are tested positions. ESBOCES is required to hire a candidate from the Civil Service certification of eligible list.

Non-Competitive Class Positions require the candidate to complete a Civil Service application in order to determine if they meet the qualifications of the position.

Labor class positions have no minimum Civil Service requirements

2. Vacancies

When a Civil Service vacancy is identified, the hiring administrator will review the job description of the position to determine if it meets the needs of the office or program where it is located and sets forth the essential functions of the job. The Cabinet administrator responsible for the Division where a vacancy exists must approve the filling of the vacancy prior to any other action taking place. An updated job description must be submitted to the School Personnel Officer. An updated Civil Service Duties Statement will be submitted to the Suffolk County Department of Civil Service for review and classification. Once classified, the hiring administrator will be notified to complete Form 5150F.15 (*Vacancy – Civil Service*) via *SchoolFront*. Please note that a list of eligible candidates for canvass cannot be provided by Civil Service until an updated position classification has been approved.

3. Advertisement of Vacancy

All positions call for internal postings of vacancies. An internal Vacancy Announcement will be prepared by the School Personnel Officer and will be sent to "BOCES – All Users" via the ESBOCES email system. All vacancy announcements will include a statement on Diversity, Equity, and Inclusivity. At this time, the Department of Human Resources will also request the appropriate list from Civil Service to prepare a canvass on behalf of the hiring office.

All responses to internal postings of vacancies are to be directed to the csvacancy@esboces.org mailbox or the paravacancy@esboces.org mailbox and will be acknowledged electronically.

If no list for the Civil Service title exists, a classified advertisement may be placed through the Office of Recruitment, the *RecruitFront* platform, approved social media and job recruiting websites, and advertised on School Leadership 2.0. External advertisements will also be placed on the ESBOCES website. Information included in the Vacancy Announcement comes directly from Form 5150F.15 (*Vacancy – Civil Service*). Since advertisements are charged to

the budgets of specific offices/departments for which the advertisements are placed, cost must be determined and agreed upon prior to the placement of the advertisement.

4. Timeline for Submitting Requests for External Vacancy Advertisements and Purchase Order Requisitions

Form 5150F.16 (*Vacancy – Certificated*) must be received by the Office of Recruitment no later than 4:00 p.m. on the Tuesday prior to the Sunday on which the advertisement will appear.

The draft advertisement will be sent to the ESBOCES external advertisement placement firm for a proof to be created. The firm produces a proof as it would appear in the newspaper of choice and submits a cost for the advertisement. The newspaper version of the advertisement (proof) and pricing will be sent to the hiring administrator for approval before the Office of Recruitment proceeds to place the advertisement. All final and approved proofs will be placed by 12 noon the following day for posting in the *Sunday NY Times*, *Newsday*, or other identified publication.

Once the final advertisement proof has been approved, the hiring administrator must submit a Purchase Order Requisition to the Purchasing Department through *WinCap* no later than 12noon the next day (Thursday). The Office of Recruitment will provide the hiring administrator with vendor pricing, sizing, and posting date information according to bid guidelines, which must be included in the Purchase Order Requisition. The Purchasing Department will generate a Purchase Order number. The hiring administrator will provide the Office of Recruitment with the Purchase Order Requisition number and the advertisement will be processed.

5. Competitive Class Positions – Utilization of Civil Service List

When canvassing for a position, candidates on the ESBOCES Promotional List must be considered first, before going to the Open Competitive List. The Promotional List consists of current ESBOCES employees who have taken the exam promotionally. ESBOCES is required to consider the Promotional List. If there are fewer than three (3) candidates on the Promotional List, the Open Competitive List may be used to make an appointment. In the interest of efficiency, canvass letters may be sent to both the Promotional and Open Competitive Lists simultaneously. Canvass letters are prepared and mailed by the Department of Human Resources, but responses will be directed to the contact specified on Form 5150F.15 (*Vacancy – Civil Service*). Hiring for all Civil Service positions complies with Suffolk County Department of Civil Service requirements.

Rule of three is the Civil Service Law that requires ESBOCES to select from among the top three highest ranking candidates who interview for the position. Before the hiring administrator offers a job to a candidate, they must contact the Department of Human Resources for specific guidelines and to ensure that the candidate is reachable.

6. Non-Competitive and Labor Class Hiring

The Department of Human Resources will forward applications to the hiring administrator for non-competitive and labor class hiring when they are received as a result of an internal posting. Before the hiring administrator offers a non-competitive job to a candidate, they must contact the Department of Human Resources to ensure that the candidate meets the minimum qualifications for the title as established by the Department of Civil Service.

7. Guidelines for Interviewing and Scheduling Candidates, and the Interview Committee

The hiring administrator will be responsible for screening the candidates who have met the minimum requirements as per Civil Service. For titles for which a list exists, candidates will call the contact on the canvass letter in order to state their interest. Additionally, the Department of Human Resources will provide any responses to the

internal posting to the hiring administrator. Internal candidates who are reachable on the list **must** be interviewed.

Contacting Candidates for Interview – The hiring administrator will arrange interviews with an Interview Committee. At the time of interview, the candidate will be asked to complete an employment application.

The composition of the Interview Committee should consist of a minimum of three ESBOCES representatives (a group which consists of building/program representatives and at least one individual representing a culturally/ethnically diverse background). The committee should meet, prior to interviewing candidates, to review the Civil Service job description, qualifications, and prepared interview questions. Each committee member must view the ESBOCES *Hiring for Excellence: Anti-Bias Hiring Practices* video on the ESBOCES website and submit their written acknowledgement of committing to the process to the hiring administrator. The same questions and rating scales should be used for each candidate. Candidates will be interviewed, and ratings will be given to the hiring administrator. The hiring administrator will interview all finalists and recommend the successful candidate to the appropriate Director.

The hiring administrator will read the confidentiality statement to the committee.

8. Confidentiality Statement

As a member of the Interview Committee, all information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. Please be reminded that you are acting as an agent of ESBOCES and should understand that you are participating in a confidential hiring process. All of your actions, documentation, and conversations related to this process are subject to the laws and regulations relating to fair and equitable employment practices. Failure to maintain confidentiality could result in violation of federal or state regulations and could incur liability on behalf of ESBOCES.

To that end, we ask that you adhere to the following:

- Do not Google or investigate any applicant.
- Do not share applicant's name or information.
- Do not write down any interview questions or share them with others.
- Do not photocopy or take cellphone images of any materials submitted by the applicant.
- Do not discuss conversations about the applicant during or following the interview process.

PLEASE NOTE: Prior to offering the position, the hiring administrator should confirm with the Department of Human Resources that the interview process abided by Civil Service requirements and the selected candidate is reachable under the "Rule of Three (3)".

9. Interview Questions

To assist in preparing for your candidate interviews, refer to the following resources on the ESBOCES website under *Human Resources*: 100 interview questions and DEI Interview Questions.

10. Interview Rating Scales

Interview Rubric

The hiring administrator determines the appropriate questions and rating scale to be utilized during the interview. For the interview rubric, the hiring administrator will choose from the following two rating scales.

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1	2	3	4
Ineffective	Emerging	Effective	Highly Effective

1 Ineffective	The candidate does not demonstrate knowledge and/or experience in this area.
2 Emerging	The candidate appears to understand and/or is able to demonstrate some experience in this area.
3 Effective	The candidate clearly understands, demonstrates, and has experience in this area. Candidates at this level are experienced professionals. They thoroughly know the job functions and have a broad repertoire of ideas and strategies pertaining to the position.
4 Highly Effective	In addition to the criteria in rating #3, the candidate demonstrates a level of experience in this area and will be able to make instant contributions for the agency. The candidate has <i>extensive</i> experience in this area.

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1	2	3	4
Unsatisfactory	Average	Above Average	Excellent

1 Unsatisfactory	Candidate was vague and lacks knowledge and experience. Candidate had no response or could not answer the question.
2 Average	Candidate has knowledge but lacks experience.
3 Above Average	Candidate exceeds and is passionate. Gives examples of related experience.
4 Excellent	Significantly exceeds. Candidate expresses detailed experiences that relate to the position.

11. Post Interview

Prior to sending any paperwork for the successful candidate to the Department of Human Resources, the hiring administrator contacts the applicant's references by telephone and documents the information on Form 5150F.7 (*Pre-Employment Reference Information*). The reference must be from an individual who has knowledge of the candidate as their supervisor. Exceptions to this must be discussed with the Department of Human Resources.

The next step for the hiring administrator is to submit Form 5156F.1 (*Request for Background Check*), along with Form 5150F.7 (*Pre-Employment Reference Information*) to the Department of Human Resources. The Department of Human Resources will contact the candidate to provide instructions on how to complete the fingerprinting process. At this point, the hiring administrator may offer the position to the candidate. The candidate must be notified that the offer is pending Board approval and background check.

The Department of Human Resources will email the candidate the form for obtaining NYSED fingerprint clearance and the onboarding forms. An appointment will be scheduled for the candidate to meet with a Department of Human Resources representative. When NYSED fingerprint clearance is received and onboarding forms are completed by the candidate, the Department of Human Resources will inform the hiring administrator. The hiring administrator will email the Department of Human Resources Form 5150F.1 (*Appointment/Promotion Request*) after candidate accepts the position and a start date is determined. Incomplete or inaccurately prepared forms will be returned to the recommending administrator for resubmission.

12. Board Approval

At a regularly scheduled meeting of the Board, the name of the successful candidate will be included for approval on the Board Agenda in the Personnel Actions section. After approval, a letter is sent from the Department of Human Resources to the successful candidate.

13. Benefits Orientation

When Form 5150F.1 (*Appointment/Promotion Request*) is received in the Department of Human Resources, the new employee is contacted regarding benefits.

Note: Depending upon circumstances and/or the possible position an internal candidate is vacating, a letter of resignation may be necessary. Contact the Department of Human Resources to determine resignation requirements.

C. Casual Employee

Hiring a Casual Employee – A casual employee is a non-ESBOCES employee hired to work on a daily or hourly basis to complete a specialized project or service for a specific duration within ESBOCES. Active (non-retired) New York State Teacher Retirement System (NYSTRS) members, retired NYSTRS members, and non-NYSTRS members may be hired as casual employees. When the need for a casual employee has been identified, the administrator in charge of the particular program or service will review an existing casual employee job description and title.

All casual employee vacancy announcements must include a statement on Diversity, Equity, and Inclusivity as part of the job description and/or qualifications of the advertised position. The hiring of a casual employee must be approved by the Cabinet administrator responsible for the Division. Form 5150F.2 (*Casual Employee Appointment Request*), along with all payroll paperwork, must be completed by the hiring administrator and submitted electronically to the Department of Human Resources for processing. Existing titles and pay rates are located on

Form 5150F.2. Contact the Department of Human Resources for the appropriate job description.

2. Creating New Casual Employee Titles

In order to create a new casual employee title, the hiring administrator must develop a job description, title, and recommended pay rate. The Cabinet administrator must review and approve the position, title, and recommended pay rate and then submit this information to the Department of Human Resources. The Department of Human Resources will forward this information to NYSTRS to determine if the earnings are reportable. The position will then be posted on the Board agenda for approval.

3. NYSED Fingerprint Clearance

NYSED fingerprint clearance is required for all casual employees scheduled to work with students under the age of 21 years.

D. Professional Services Contract

Hiring Under a Professional Services Contract – Professional services are those services provided to ESBOCES, a school district, or other entity that require specific training, ability, knowledge, experience, and/or expertise and that are of such a nature and duration that they would not typically be provided by an employee. Contracted service providers cannot be active members of NYSTRS but may be retired NYSTRS members. The hiring of a contracted service provider must be approved by the Cabinet administrator responsible for the Division. The offices within the Management Services Division are responsible for processing the paperwork for Professional Service Contracts. Refer to Procedure 4460P.1 for complete instructions on negotiating the contract, preparing the ESBOCES Professional Services Contract, processing the ESBOCES Professional Services Contract, and administering the ESBOCES Professional Services Contract.

E. Per Diems

1. Hiring a Clerical Per Diem

Clerical per diems are hired through the Department of Human Resources. All per diems are provided with information regarding fingerprinting and must receive fingerprint clearance. Other paperwork is processed through the Department of Human Resources. Individuals who are not currently employed by ESBOCES are placed on the Board agenda for approval. The hiring of a per diem employee must be approved by the Cabinet administrator responsible for the Division. Contact the Department of Human Resources for per diem clericals.

2. Other Agency-Wide Per Diems (e.g., Custodial)

All other ESBOCES per diem staff are program specific and are hired by the program administrator. Per diem staff who are performing tasks associated with Civil Service duties will require a Duties Statement on file with the Department of Human Resources and approval by the Suffolk County Department of Civil Service prior to being offered the position. These per diem staff are provided with information regarding fingerprinting and must receive fingerprint clearance. Individuals who are not currently employed by ESBOCES are placed on the Board agenda for approval. Contact the program administrator to begin the process for hiring a program-specific per diem. Contact the Director of Human Resources or School Personnel Officer if further guidance is required.

SECTION II: INTERVIEWING

A. Preparation

When using an Interview Committee, committee members should meet prior to the interview to review questions appropriate to the job qualifications of the position. The rating scales should be discussed to ensure all interviewers and interviewees understand what each rating means. The committee should determine who will ask what question and understand that only follow-up questions can be asked. Introducing questions that have not been reviewed and added to the rating scales is not acceptable. Since the candidate is also “interviewing” the organization, appropriate decorum should be used at all times.

B. Interview Committee Composition

The Interview Committee should consist of the hiring administrator or their designee, representatives from the appropriate bargaining units, if any, and other ESBOCES staff with diverse backgrounds and skills. Each committee member must view the ESBOCES *Hiring for Excellence: Anti-Bias Hiring Practices* video on the ESBOCES website and submit their written acknowledgement of committing to the process to the hiring administrator. Whenever possible, a representative from the Department of Human Resources should be on the Interview Committee.

The hiring administrator will read the confidentiality statement to the committee.

C. Confidentiality Statement

As a member of the Interview Committee, all information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. Please be reminded that you are acting as an agent of ESBOCES and should understand that you are participating in a confidential hiring process.

All of your actions, documentation, and conversations related to this process are subject to the laws and regulations relating to fair and equitable employment practices. Failure to maintain confidentiality could result in violation of federal or state regulations and could incur liability on behalf of ESBOCES.

To that end, we ask that you adhere to the following:

- Do not Google or investigate any applicant.
- Do not share applicant’s name or information.
- Do not write down any interview questions or share them with others.
- Do not photocopy or take cellphone images of any materials submitted by the applicant.
- Do not discuss conversations about the applicant during or following the interview process.

D. Appropriate vs. Inappropriate Questions

Questions pertaining to the areas below are to be avoided because they are considered inappropriate and/or against Board policy. Even if a candidate volunteers the information, don’t comment or make a note of it.

- **Marital Status** – Don’t ask.
- **Maiden Name** – Asking this can raise questions of discrimination based on marital status, gender, or even national origin.
- **Age** – Only when it is necessary to comply with minimum age and child labor requirements under state laws, a permissible question is, “Are you at least 18 years of age?”

- **Children** – Don't ask.
- **Gender, Race** – Don't ask.
- **Birthplace** – Don't ask because of the possibility of national origin or immigration issues.
- **Residence** – “Do you rent, own, or board?” Once a common question, it supposedly was a measure of stability. It may evidence discrimination against people who tend to rent rather than own, so don't ask.
- **Relationship of person to notify in an emergency** – Don't ask the question at all during the interview. (This information will be requested once the person has been hired.)
- **Criminal Record** – An employer may ask about *conviction* records on a job application, but NOT about *arrests*. This means an employer cannot ask about pending cases or indictments that have been dismissed, conditionally or otherwise. This area should be avoided during an interview if a candidate with a record is nonetheless invited to be interviewed.
- **Military status or type of discharge from military service** – Don't ask.
- **Disability, Health** – Don't ask any medical questions. Medical or physical examinations may only be undertaken after a conditional offer of employment is made. If an applicant has an obvious physical condition that might interfere with the ability to perform the essential functions of the position, you may inquire as to how the applicant would handle those functions, with or without reasonable accommodation.
- **Pregnancy** – Don't ask.
- **Workers' Compensation History** – Don't ask.
- **Spouse Work History** – Don't ask.
- **Discrimination Claims** – You can't ask if the applicant has ever filed a discrimination complaint against any prior employer.
- **Religious or Political Affiliation** – Don't ask.
- **Sexual Orientation** – Don't ask.
- **Physical Appearance** – Don't comment. Don't ask.
- **National Origin** – Don't Ask.
- **Domestic Violence Victim Status** – Don't Ask.
- **Genetic Predisposition / Carrier Status** – Don't Ask.

E. Conducting the Interview

To assist in preparing for your candidate interviews, refer to the following resources on the ESBOCES website under *Human Resources*: 100 interview questions and DEI Interview Questions.

In commencing the interview, the hiring administrator should take the lead in helping the candidate feel relaxed. The immediate objective is to establish a feeling of rapport between the candidate and the committee. Initially, most candidates feel a certain level of tension and apprehension. The interviewer should create a relaxed atmosphere so that the individual can respond to questions spontaneously. Initial questions should be broadly stated in order to encourage a thorough response. More specific questions can be asked later in the interview.

Leading questions, those that signal a desired response, should be avoided because the candidate may then refrain from expressing true feelings. Attempt to refrain from acting shocked or angry at an individual's responses; this will discourage a person from revealing their true self. Immediately upon completion of the interview, each committee member should rate the candidate using the agreed upon form **without discussion**. If discussion takes place prior to committee members completing their ratings, it could influence how they rate a particular candidate. Committee members should discuss their reactions to each candidate, but care should be given to gear the discussion towards **factual information, not opinions**. **The committee is to function in an advisory capacity only.**

Committee members may discuss the qualifications of the candidate after each interview, or upon the conclusion of all interviews. The discussion must not begin until all committee members have completed the interview rubric and rating scales. The committee members are not permitted to change any candidate's rating based on the discussion.

The committee recommends a candidate to the Cabinet administrator, who will make the final decision.

Upon completion of the interviews, the hiring administrator will collect all résumés and applications, rating criteria, and rating scales. After recording the ratings of the committee on Form 5150F.12 (*Interview Summary*), all individual rating sheets used by the committee are to be filed and stored by the hiring administrator for three years following the interviews, after which they should be shredded and discarded.

The hiring administrator will collect all interview materials and compile the committee's ratings. Where necessary, the hiring administrator will share the ratings with the appropriate Associate/Assistant Superintendent. The Associate/Assistant Superintendent has the option to interview the highest rated candidates and make the final selection.

The hiring administrator will contact the unsuccessful candidates at the conclusion of each round.

APPENDIX

Administrative Hiring Practices Checklist (5150F.10)

Vacancy - Certificated (5150F.16)

Vacancy - Civil Service (5150F.15)

Interview Rubric Rating Scales (8004F.37)

Hiring Practices Confidentiality Statement (5150F.9)

Interview Summary (5150F.12)

Interview Committee Record for Administrative and Instructional Positions (5150F.11)

Request for Background Check (5156F.1)

Pre-Employment Reference Information (5150F.7)

Appointment/Promotion Request (5150F.1)

Casual Employee Appointment Request (5150F.2)

Sample Letters

Network User Request (5112F.1)

ID Badge/Building Access Request (4530F.1)



Administrative Hiring Practices Checklist

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Vacancy Title _____

Date ____ / ____ /20____

Task	Date Completed	Person(s) Responsible
Job Description Reviewed (and revised if necessary)		
Revised Job Description E-Mailed to the Office of Recruitment and Retention		
Create Interview Committee		
Interview Committee Record Submitted to the Office of Recruitment and Retention (5150F.11)		
Paper Screening/Resume Review		
Schedule Interviews		
Create Rating Scale (if applicable)		
Create Interview Questions and E-Mail Electronic Copy of Questions to the Office of Recruitment and Retention		
Complete Individual Rating Sheets (if applicable)		
Employment Application Completed by Candidates		
Complete Pre-Employment Reference Form		
Notify Successful Candidates		
Notify Unsuccessful Candidates Who Interviewed		
Interview Summary Sheet Sent to Human Resources		
Completed Background Check Request Sent to Human Resources		
Route Completed Appointment Notice for Signature with Summary Rating Sheet Attached		
	No. of Candidates Interviewed	Name of Successful Candidate

Return form to the Department of Human Resources.

Signature of Hiring Administrator

Date

Signature of Director

Date



Vacancy – Certificated

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Hiring Administrator _____
Office/Department _____
Budget Code (for processing invoice for external advertising) _____

Return completed form to Office of Recruitment and Retention by 4 p.m. on the Tuesday prior to the Sunday on which the advertisement will appear.

LIST ONLY ONE (1) TITLE IN THIS SECTION.

Title _____

Assignment/Course or Program _____

Salary (optional) \$ _____ Site/Building _____

Certification Requirements/Qualifications _____

Responsibilities (1-3 bulleted descriptions)

- _____
- _____
- _____

Full Time Part Time New Position
 FTE Based on Enrollment Yes No
 Stipend Position

Start Date of Position ____ / ____ / 20____ Newspaper Posting Date ____ / ____ / 20____
Application Deadline ____ / ____ / 20____

Internal Vacancy Only (ESBOCES staff e-mail and building posting only)

FOR EXTERNAL ANNOUNCEMENTS (check all that apply)

OLAS (Includes ESBOCES Website, staff e-mail/building posting, ESBOCES Recruitment Listserv, BOCES Listserv)

NY Times Leadership Placement Ad (Recruitment will inform you if closing dates align)

Newsday NY Times Other

Signature of Recommending Administrator	____ / ____ / 20____ Date
Signature of Director	____ / ____ / 20____ Date
Signature of Cabinet Member	____ / ____ / 20____ Date



**Vacancy –
Civil Service**

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Hiring Administrator _____
Office/Department _____
Telephone Number _____

Return completed form to the Department of Human Resources.

<p>Position Title _____</p> <p>Program/Supervisor _____</p> <p>Location _____</p> <p>Start Date <input type="checkbox"/> ASAP or ____/____/20____</p> <p>Responsibilities (1-3 bulleted descriptions)</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> FTE Based on Enrollment</p> <p><input type="checkbox"/> Stipend Position</p> <p>Hours: _____ <input type="checkbox"/> AM to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> PM</p>
<p><u>Reason for Vacancy</u></p> <p><input type="checkbox"/> New Position (provide rationale) _____</p> <p><input type="checkbox"/> Replacement due to: <input type="checkbox"/> Retirement <input type="checkbox"/> Resignation <input type="checkbox"/> Leave of Absence of _____ <small>(name of employee)</small></p> <p><input type="checkbox"/> Other _____</p>	
<p><u>Contact Information to Include in Canvass Letters</u></p> <p>Name _____ Telephone Number (631) _____ - _____</p>	
<p>_____ Signature of Recommending Administrator</p>	<p>_____/_____/20____ Date</p>
<p>_____ Signature of Director</p>	<p>_____/_____/20____ Date</p>
<p>_____ Signature of Cabinet Member</p>	<p>_____/_____/20____ Date</p>

FOR USE BY DEPARTMENT OF HUMAN RESOURCES ONLY

Contingency: Yes No

Approved by _____

Interview Rubric Rating Scales

Interview Rubric

The hiring administrator determines the appropriate questions and rating scale to be utilized during the interview. For the interview rubric, the hiring administrator will choose from the following two rating scales.

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1 Ineffective	2 Emerging	3 Effective	4 Highly Effective
1 Ineffective	The candidate does not demonstrate knowledge and/or experience in this area.		
2 Emerging	The candidate appears to understand and/or is able to demonstrate some experience in this area.		
3 Effective	The candidate clearly understands, demonstrates, and has experience in this area. Candidates at this level are experienced professionals. They thoroughly know the job functions and have a broad repertoire of ideas and strategies pertaining to the position.		
4 Highly Effective	In addition to the criteria in rating #3, the candidate demonstrates a level of experience in this area and will be able to make instant contributions for the agency. The candidate has <i>extensive</i> experience in this area.		

Instructions: Rate the candidate on each item below by circling the appropriate number in the scale and making any notes on your observations of the interview. Complete the form individually without conferring with anyone else.

Rating Scale:

1 Unsatisfactory	2 Average	3 Above Average	4 Excellent
1 Unsatisfactory	Candidate was vague and lacks knowledge and experience. Candidate had no response or could not answer the question.		
2 Average	Candidate has knowledge but lacks experience.		
3 Above Average	Candidate exceeds and is passionate. Gives examples of related experience.		
4 Excellent	Significantly exceeds. Candidate expresses detailed experiences that relate to the position.		



**Hiring Practices
Confidentiality
Statement**

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Please read the following aloud to your committee:

As a member of the Hiring Committee, all information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. Please be reminded that you are acting as an agent of Eastern Suffolk BOCES and should understand that you are participating in a confidential hiring process. All of your actions, documentation and conversations related to this process are subject to the laws and regulations relating to fair and equitable employment practices. Failure to maintain confidentiality could result in violation of federal or state regulations and could incur liability on behalf of the Eastern Suffolk BOCES.

To that end, we ask that you adhere to the following:

- Do not google or investigate any applicant
- Do not share applicant’s name or information
- Do not write down any interview questions or share them with others
- Do not photocopy or take cellphone images of any materials submitted by the applicant
- Do not discuss conversations about the applicant during or following the interview process

Have committee members sign-in prior to the first interview

Committee sign-in sheet

	Name/Title of Interview Committee Member	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Return completed form to the Department of Human Resources.



Interview Summary

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Title of Administrative Position

Date of Interview

Name of Candidate	Name of Interviewer	Name of Interviewer	Name of Interviewer	Name of Interviewer	Name of Interviewer	Name of Interviewer	Total

Note: This summary should be used to record the numerical scores of each candidate interviewed by the committee. Upon completion, this summary should be attached to the Hiring Practices Checklist and forwarded to the Department of Human Resources.



**Interview Committee
Record for
Administrative and
Instructional Positions**

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Division _____

Department/Office _____

Title of Vacant Position _____

Name of Interviewee	Date of Interview	Time of Interview
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM
	/ /20	<input type="checkbox"/> AM <input type="checkbox"/> PM

A minimum of three (3) to five (5) ESBOCES employees must be represented on Interview Committees for instructional, administrative, and contractual positions (a group which consists of Director(s), representatives from the appropriate bargaining unit(s), and, if possible, at least one (1) individual representing a culturally/ethnically diverse background).

Name of Interview Committee Member	Title
1. (Human Resources Representative - for Administrative Positions Only)	
2.	
3.	
4.	
5.	
6.	
7.	

A list of committee members must be submitted to the Office of Recruitment and Retention one (1) week prior to the first interview.



Request for Background Check

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

FROM: _____
TO: DEPARTMENT OF HUMAN RESOURCES
DATE: _____

CATEGORY

- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> ADM/SUPV | <input type="checkbox"/> BEES | <input type="checkbox"/> PARA | <input type="checkbox"/> CASUAL EMPLOYEE |
| <input type="checkbox"/> ADULT ED | <input type="checkbox"/> CSEA ⁸⁷⁶⁸⁻⁰¹ | <input type="checkbox"/> UPSEU | <input type="checkbox"/> CONTRACTED SERVICE |
| <input type="checkbox"/> ADULT NURSING | <input type="checkbox"/> DPMM | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> CONSULTANT |

The following individual has been identified as the preferred candidate for the position of

_____ at _____
(Job Title) (Location)

Name _____
Address _____
Telephone _____

BUDGET CODE _____
(Please ensure that there are funds in your 400 budget line to cover this cost.)

CHECK ONE

- This person currently works for Eastern Suffolk BOCES as _____.
- This person does not currently work for Eastern Suffolk BOCES.

CHECK ONE

- This position **does** involve direct contact with students under the age of twenty-one (21).
- This position (i.e., workshop presenters, consultants, contracted services, etc.) **does** involve direct contact with students under the age of twenty-one (21) but is supervised by regular staff.
- This is a corporation that involves direct contact with students under the age of twenty-one (21) but is supervised by regular staff.
- This position **does not** involve direct contact with students under the age of twenty-one (21).
- This corporation **does not** involve direct contact with students under the age of twenty-one (21).

EMAIL TO DEPARTMENT OF HUMAN RESOURCES AT humanresources2@esboces.org

Office Use Only: Form has been reviewed by the Department of Human Resources, and the individual does not need to be fingerprinted.

Signature

Instructions

This form must be completed by the hiring administrator for all new hires (including per diems) and all changes in status (i.e., promotion, change in full-time equivalent). This form is located on the Eastern Suffolk BOCES Intranet.

This form is initiated after the hiring administrator has been notified by the Department of Human Resources that the recommended candidate has received an acceptable background check.

After the hiring administrator completes this form, it should be forwarded to the supervising administrator with the following completed forms attached: Application, Confidential Reference Form, and Initialed Copy of Certificate or License, if applicable.

Please use the candidate's legal name on the form (refrain from using abbreviations, nicknames, etc.).

The following explanations and definitions will assist in completing Form 5150F.1.

WinCapWeb Supervisors – Indicate name(s) of *WinCapWeb* approvers, with **Supervisor** being the highest level approver.

Position Title(s) – Position title(s) should reflect the position(s) to which the candidate is assigned (e.g., Special Education Teacher, ISS Integration of Technology, Senior Office Assistant, etc.).

If a candidate is being hired for multiple positions, only one (1) request form should be completed indicating the multiple tenure areas (e.g., Teacher - Special Ed 50% and Teaching Assistant 50%).

Position FTE(s) – Please indicate the candidate's full-time equivalent (percentage) in this position.

Pay Auth – Please indicate the Pay Authorization(s) that should be attached to the employee for the above assignment/position, if applicable.

Budget Manager – Name of employee who handles salary budget code changes.

Budget Code(s) – If a candidate is being hired under multiple budget codes, indicate all budget codes with percentages. Please use the complete budget code (co-ser, object code, location).

Location(s) – Location is where the candidate will be located the majority of the time and/or where the candidate will report on pay date. If a candidate is being hired to work in multiple locations, please indicate.

Hours – Please indicate hours of applicable shift.

Attendance Clerk – The Attendance Clerk is the person responsible for entering the candidate's attendance.

Create E-Mail Account – Please check for all employees hired on a contractual basis.

Probationary - A candidate is classified as probationary when hired to a new position. An employee returning from the Preferred Eligibles List (PEL) who did not complete the probationary period is also classified as probationary.

Regular Substitute (Leave Replacement) - A regular substitute (leave replacement) is a candidate being hired to substitute for an employee who is on an approved leave of absence.

Provisional - A candidate hired in a competitive title but who is not on the Civil Service list is considered provisional.

Other (Under "Certificated Appointments" and "Non-Certificated Appointments") - Examples of "other" types of appointments are designated hourly employees (per diem), contractual employees (yearly appointments), and employees returning from the PEL who completed the probationary period and received tenure.

Reason for Appointment

Civil Service Reclassification - Occurs when the duties of a position change permanently as a result of a Civil Service audit of the position currently held, causing the position to change to a higher-level title.

Lateral Transfer – Occurs when a permanent employee moves from one location to another in the same title.



**Casual Employee
Appointment Request**

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Educational Services That Transform Lives

Curriculum Planning Staff Development Other Workshop/Project Title _____

Name _____
E-Mail _____
Home Address _____

WinCapWeb Supervisors
Supervisor _____
Supervisor 2 _____
Supervisor 3 _____

Telephone No. _____ EMPLID (if known) _____ SS No. XXX-XX-_____
Teachers' Retirement System: Member Yes No. Tier No. _____ Effective Date ____/____/____ No. _____

FOR ESBOCES USE ONLY

SUMMER ONLY SCHOOL YEAR ADDITIONAL HOURS/DAYS
DATES OF SERVICE: From ____/____/20____ to ____/____/20____

Provide appropriate pay authorization from list distributed annually by the Department of Human Resources. If code is not available, please e-mail ewells@esboces.org with request.

Max. No. of
Hours/ Days/
Units

Pay Auth	Rate of Pay	Max. No. of Hours/ Days/ Units
_____	Administrative Mentor <input type="checkbox"/>	\$550/day
_____	Bilingual Educational Evaluator <input type="checkbox"/>	\$375/eval
_____	Bilingual Psychological Evaluator <input type="checkbox"/>	\$575/eval
_____	Speech Evaluator <input type="checkbox"/>	\$400/eval
_____	Computer Instructor/Program Designer <input type="checkbox"/>	\$20/hr
_____	Computer/Online Learning Instructor <input type="checkbox"/>	\$40/hr
_____	Curriculum Developer 1 <input type="checkbox"/>	\$30/hr
_____	Curriculum Developer 2 <input type="checkbox"/>	\$35/hr
_____	Curriculum Developer 3 <input type="checkbox"/>	\$40/hr
_____	Curriculum Developer 4 <input type="checkbox"/>	\$25/hr
_____	Curriculum Developer 5 <input type="checkbox"/>	\$50/hr
_____	Curriculum Developer 6 <input type="checkbox"/>	\$60/hr
_____	Curriculum Evaluator <input type="checkbox"/>	\$250/eval
_____	Educational Evaluator <input type="checkbox"/>	\$250/eval
_____	Foreign Language Translator <input type="checkbox"/>	\$60/page
_____	Home ABA/Autism <input type="checkbox"/>	\$65/hr
_____	Hourly Educator - BA <input type="checkbox"/>	\$47.21/hr
_____	Hourly Educator - MA <input type="checkbox"/>	\$51.22/hr
_____	Interim Administrative Coordinator <input type="checkbox"/>	\$300/day
_____	Interim Administrator - Assistant Principal <input type="checkbox"/>	\$425/day
_____	Interim Administrator - Central Office Level <input type="checkbox"/>	\$700/day
_____	Interim Administrator - Principal <input type="checkbox"/>	\$500/day
_____	Parent Training <input type="checkbox"/>	\$50/hr
_____	Per Diem School Business Administrator - Level 1 <input type="checkbox"/>	\$500-\$700/day
_____	Professional Developer 1 <input type="checkbox"/>	\$150/hr
_____	Professional Developer 2 <input type="checkbox"/>	\$75/hr
_____	Professional Developer 3 <input type="checkbox"/>	\$60/hr
_____	Project Manager 1 <input type="checkbox"/>	\$800/day
_____	Project Manager 2 <input type="checkbox"/>	\$100/hr-NTE \$600/day
_____	Project Manager 3 <input type="checkbox"/>	\$450/day
_____	Project Manager 4 <input type="checkbox"/>	\$280/day
_____	Psychologist - Special Education Evaluation <input type="checkbox"/>	\$440/eval
_____	Scoring Proctor/Testing Proctor <input type="checkbox"/>	\$27/hr
_____	Social Worker - Social History Evaluation <input type="checkbox"/>	\$100/eval
_____	Superintendent in Residence - Daily - TRS <input type="checkbox"/>	\$1000/day
_____	Vision Evaluator <input type="checkbox"/>	\$450/eval
_____	Workshop Presenter - Daily <input type="checkbox"/>	\$250/day
_____	Workshop Presenter - Hourly - ERS <input type="checkbox"/>	\$50/hr
_____	Workshop Presenter Hourly - TRS <input type="checkbox"/>	\$60/hr

Budget Code _____

Authorized Signature _____

_____/_____/20____
Date

WinCapWeb Supervisors - Indicate name(s) of WinCapWeb approvers, with "Supervisor" being the highest level approver.

SAMPLE LETTER TO UNSUCCESSFUL CANDIDATE

Date

Dear Ms. / Mr. / Dr. _____:

Eastern Suffolk BOCES would like to thank you for your interest in the position of _____ . We appreciate you taking the time to interview and answer our questions. There were many qualified candidates and this was a difficult decision; however, this is to inform you that you were not moved to the next round of the hiring process.

I wish you the best in the pursuit of your professional goals.

Sincerely,

SAMPLE LETTER TO CANDIDATE NOT INTERVIEWED

Date

Dear Ms. / Mr. / Dr. _____:

Eastern Suffolk BOCES would like to thank you for your interest in the position of _____ . We appreciate you taking the time to apply for the position. There were many candidates who applied for the position, and this is to inform you that you will not be moved to the next round of the hiring process.

I wish you the best in the pursuit of your professional goals.

Sincerely,



Network User Request

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

PLEASE SUBMIT THIS FORM TO Networkreq@esboces.org AT LEAST ONE (1) WEEK PRIOR TO DATE NEEDED **AFTER REQUIRED SIGNATURE IS OBTAINED – SEE BELOW.**

PLEASE TYPE OR PRINT CLEARLY

Select One Add New User Delete User Reinstate User
 Modify User - *If checked, indicate change(s) to be made:* _____

Section 1

Name of Employee _____ Telephone No. _____ Date ____ / ____ /20
 Department _____ Building _____ Room No. _____
 Contact Person _____ Telephone No. _____
 CLONE AS _____ Employee ID No. _____
Checking this (Name of Employee) _____ Employee Job Title _____
 EMPLOYEE START DATE ____ / ____ /20
option will give new user same access as user listed above.

Badge Access Only (If checked, proceed to Section 3.)

Section 2

TYPE OF COMPUTER - check all that apply: New Computer Desktop
 Existing Workstation Laptop

Programs	Install	
	Yes	No
Outlook/Outlook Web (E-Mail)	<input type="checkbox"/>	<input type="checkbox"/>
Outlook Distribution List - <i>specify:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>
Shared Drives/Folders - <i>specify:</i> _____	<input type="checkbox"/>	<input type="checkbox"/>

All computers will come pre-installed with *Microsoft Office* and Internet access. Please list any other required applications. _____

Section 3

Name of Administrator Title Signature of Administrator _____ / ____ /20
Date

Name of Director/Manager or Associate/Assistant Superintendent Title **REQUIRED** - Signature of Director/Manager or Associate/Assistant Superintendent _____ / ____ /20
Date

For Use by Office of Technology Integration Only

Account Created By _____ Date ____ / ____ /20
 Site Visit/Installation Completed By _____ Date ____ / ____ /20

NOTES



ID Badge/Building Access Request

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

Please submit this form to the Department of Human Resources.

- SELECT ONE:** Add New Hire
- Location Change to _____ from _____
- Replacement Badge (please check one):
- Lost Damaged/Broken (must be returned to Human Resources)
- Modify Access (level change) to _____ from _____
- Justification: _____

Name of Employee _____ Telephone No. _____ Date ____ / ____ /20

Department _____ Building(s) _____

Employee ID No. _____ Current Badge No. _____
(HR will provide for new hires)

Employee Job Title _____

EMPLOYEE START DATE ____ / ____ /20

ACCESS LEVEL REQUEST (please check one)

- Identification Only (no building access) Operations and Maintenance Level
- General Staff Level Administrator Level
- ISC (Saturday)

_____ Name of Program Administrator	_____ Title of Program Administrator
_____ Signature of Program Administrator	_____ Date

FOR USE BY DEPARTMENT OF HUMAN RESOURCES ONLY

ID Badge Issued by _____

Badge No. _____

Date ____ / ____ /20

Forwarded to OTI on ____ / ____ /20

Instructions: Please submit this form with Form 5150F.1 – Appointment/Promotion Request.