



## HIRING GUIDE/PROCESS

- ❑ Posting/Pre-screening. HR posts position and, upon closing, prescreens for qualifications and application completeness. Those who meet prescreening criteria are moved forward to Teaching and Learning for second round of screening.
- ❑ Screening. Teaching and Learning uses identified selection criteria to carefully review each application packet. The screening criteria used is pulled directly from the job description. For building administrator positions, staff feedback/identified priorities are utilized as screening criteria as well.
- ❑ Screening. Those applicants meeting screening criteria as established by Teaching and Learning, will be moved forward to the building/department administrator to screen *within the online application system*.\*
- ❑ Interviews. The building/department administrator will meet with the interview team to provide directive around – first and foremost – confidentiality, along with the steps of the process. This includes review of the covenant with the team, which will then be signed by participants to acknowledge agreement. The building/department administrator then reviews the confidentiality and ethics form with the team and collects signed forms that acknowledge the commitment to confidentiality not only before, during, and after the process, but in perpetuity. As part of these reminders, the building/department administrator will remind the team that the staff interview is just one portion of the comprehensive multi-step hiring process.
- ❑ Interviews. During the interview process stage, the team will interview those candidates screened and moved forward from the candidate pool based on their application materials. To ensure compliance with confidentiality laws, the interview team may receive the following application materials as part of the process: letter of application, resume, and letters of recommendation. In order to meet the requirements of an objective, criteria-focused interview process, the interview team will follow the guidelines set forth by HR and the building/department administrator.
- ❑ Post interview deliberation. The building/department administrator will lead the team in discussion regarding strengths and potential areas of concern of interviewees, this may include a consensagram. The building/department administrator will seek feedback regarding whether anyone on the team has any follow-up questions or clarifications regarding the candidates. The interview team has completed their duties at this point, however, the team may be recalled if necessary.
- ❑ The building/department administrator begins to conduct a *minimum of three post-interview reference check calls* (including one call that is not an applicant-designated reference). These must be logged into the online application system.
- ❑ The building/department administrator notifies HR once the post interview reference checks are entered. HR conducts a review of the reference checks. If there is no cause for concern, HR notifies the building/department administrator that they are clear to extend an offer pending Board approval and positive background checks.
- ❑ The building/department administrator notifies HR once the candidate has accepted the position.
- ❑ HR proceeds with onboarding.

\*In the event the building/department administrator identifies a need to narrow a larger candidate pool to a manageable interview pool, the administrator may utilize a multi-step screening process that will include, for example, a short screening interview, likely via Zoom.



## Hiring Confidentiality and Ethics

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Open Position

School/Department

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The issues of confidentiality and ethics are extremely important, as the hiring process is a *legal obligation* for the district, when taking part in selection of staff. Each member of the team must make the commitment to have the process remain strictly confidential. The following information is not for public dissemination:

- Documents developed
- Statements made by the team and/or applicant
- Deliberations
- Impressions
- Opinions
- Scoring

It is the obligation of the district and the team to protect the rights and preserve the self-respect of the candidates.

In the event a candidate requests feedback, the only individuals permitted to give information are the lead administrator and human resources. Only certain data will be shared and then only to the specific candidate. You may be pressured by coworkers or community members to share information about finalists, the process, etc. You may not respond to these questions, other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the lead administrator.

All materials will be turned in, collected, and filed.

Remember, this is a professional process.

Confidentiality is the obligation of the team, not the candidate. The commitment to confidentiality is not only before, during, and after the process, but in perpetuity.

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My participation in the process included:

- Screening
- Interviewing
- Reference Checking

I agree to observe and uphold the confidentiality and ethics statements above.

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Signature

Date

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Printed Name



# Covenant

## Hiring Team Guidelines

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Open Position

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School/Department

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At the foundation of teamwork is trust. Trust is developed through respect, cooperation, communication and sense of safety for everyone. Trust and confidentiality are essential elements of a successful hiring process.

We the undersigned, commit to these principles to ensure the success of our hiring process, thereby safeguarding elements therein.

1. I will communicate openly and directly, constructively sharing any concerns with my fellow team members.
2. I will honor and respect points of view that may be different than mine.
3. I will agree to equally share in the decision making process with my fellow team members and support the consensus of the group.
4. I will actively participate and provide feedback in a collaborative way to support the hiring process.
5. I will work to make this a positive, warm, welcoming, and professional experience for candidates and the team.
6. I accept my obligation to support the selection process in a totally confidential and professional manner.

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