Simi Valley Schools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

Classified Application, Examination, and Selection Process

APPLICANT GUIDE

Maximize your success in the process

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

Dear Applicant/Candidate,

Thank you for your interest in career opportunities with the Simi Valley Unified School District. The Simi Valley Unified School District offers a wealth of opportunities for you to make a positive impact on our students' lives and their families, while building your career.

This guide provides information regarding the classified application, examination, and selection process and tips on how to maximize your success. Should you have any questions, please contact the Classified Personnel Department.

Best wishes,

Classified Personnel Department

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CLASSIFIED SERVICE

Classified employment includes all positions in the school district designated as classified by the State of California Education Code §45256. This category refers to all non-credentialed positions. Classified positions exist in the areas of accounting and fiscal services, clerical support, custodial services, child nutrition, grounds maintenance, human resources, information technology, instructional support, maintenance, purchasing and warehouse operations, transportation, and other areas necessary for the effective operation of the school district.
A classification is a group of positions with sufficiently similar duties, responsibilities and requirements. All positions assigned to a classification have the same classification title and salary range. For example, Bus Driver, Campus Supervisor, Custodian, and Paraeducator are classifications, and multiple positions exist within them throughout the District. The same examination process is administered for all positions within a classification.

CLASSIFIED APPLICATION PROCESS

The Simi Valley Unified School District employs full and part-time permanent and substitute classified positions. To be considered for employment, potential applicants must submit a completed application prior to the closing date designated in the job posting.

The Simi Valley Unified School District is committed to providing equal opportunity for all applicants for employment. The application, examination, and selection process shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Applying for a classified position with the Simi Valley Unified School District

- Visit https://www.governmentjobs.com/careers/simivalleyusd/

- Click on the title of the position you want to apply for and read the job announcement, which includes pertinent information including the job summary and description, essential duties and responsibilities, minimum qualifications, examination dates, and other information pertaining to the job and examination process.

- Click the “Apply” button on the upper right corner of the job announcement.

- You will be prompted to login to the secure website governmentjobs.com.

- If you are new to governmentjobs.com, you will need to create an account. For instructions on how to create an account click on the following link:
  https://www.governmentjobs.com/Home/ApplicationGuide

- If you experience technical difficulties, you can leave a message with NeoGov technical support. In your message, be sure to detail the technical problem you are experiencing and a phone number at which they can reach you. A technical support specialist will call you within 12 hours. The NeoGov technical support phone number is 855-524-5627.

- Once you are logged in to governmentjobs.com you can start building your application.

- Online applications are typically due before midnight on the final filing date. Read the job announcement thoroughly for information on examination dates and other important information.

Receiving an auto notification when a job is posted

In order to receive notification of when a job is posted and applications are being accepted, potential applicants are encouraged to complete a "job interest card" by checking the job category for which they would like to receive email notifications. To complete a job interest card click on the following link:
https://www.governmentjobs.com/careers/simivalleyusd/jobInterestCards/categories

Tips for submitting a strong online application

- Read the job description and instructions thoroughly before you apply. Be sure to follow all instructions on completing and submitting your application.

- Clearly demonstrate that you meet the minimum qualifications as described in the job announcement under the "Education and Experience" requirements.

- The information included in the "Education" and "Work Experience" sections of the application will determine whether you meet the minimum qualifications. Make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields.

- Resumes are not accepted in lieu of completing the Work Experience section.

- Provide a thorough and organized application geared toward the classification for which you are applying**.** Include all of your relevant and applicable background (education, training, volunteer/work experience), including your specific job duties.

- Respond fully and accurately to all of the required supplemental questions**.** This is required information and must be included with each application. Information such as conviction history and termination from previous employment is reviewed on a case-by-case basis and does not necessarily disqualify you from employment. However, failure to fully and accurately disclose such information does result in disqualification.

- Provide clear, comprehensive responses to the classification-specific supplemental questions and make sure you answer all parts. These supplemental questions are used in the Training and Experience (T&E) evaluation, which is considered an examination component. The responses to these questions are used to rate your experience and training as it relates to the classification. For additional information on how to successfully respond to classification-specific supplemental questions, go to Training and Experience (T&E) Evaluation on page 4.

- Consider having another person review your application before submitting.

- Ensure that all information submitted is accurate and complete. Once you have submitted your application, you will not be able to make changes to it.

- Check your email**.** You know your application was submitted successfully when you receive an email confirmation shortly after submission. Make sure to check your spam folder as well.

Application screening process

- Applicants must meet the minimum qualifications stated in the job posting (under the "Education and Experience" section) by the application deadline in order to move forward in the examination process.

- The information included in the "Education" and "Work Experience" sections of the application determine whether applicants meet minimum qualifications.

- Letters of recommendation and resumes may be attached but are not a substitute for completing the application.

- All information provided in the application materials is subject to verification.

- All required documents (specified in the job posting) must be attached to the application. These documents may include special licenses and certificates (such as a California Class B Commercial Driver's License with "P" Passenger Endorsement, industry certifications, etc.).

- Applicants who meet the minimum qualifications are invited to the next step of the examination process.

- For the purpose of determining duration of experience, experience that is less than full-time is prorated based on the number of hours worked per week. For example, one year of experience working 20 hours per week is equal to six months of experience.

- Applicants are notified via e-mail regarding their application status. Applicants who do not meet the minimum qualifications receive a notification that specifies the reasons for the disqualification. If you have any questions you can always contact the Classified Personnel Department.

- Applicants who receive a notification of disqualification may appeal to the Director of Classified Personnel. For more detailed information, please refer to the SVUSD Rules and Regulations for the Classified Service, Rule 4.10.5 – Notification and Appeal from Disqualification.

EXAMINATION PROCESS

The purpose of the examination process is to assess candidates' preparedness for the classification for which they are applying by assessing particular competencies that have been identified as crucial for successful job performance upon entry into the classification. This is achieved through various examination components. The examination process may consist of any combination of the following examination components: training and experience (T&E) evaluation, multiple-choice test, performance test, structured interview, and other applicable assessments.

Candidates must achieve a passing score on each exam component in order to continue in the examination process.

Reasonable Accommodation

Individuals protected by the Americans with Disability Act (ADA) may request accommodation if needed. In order for appropriate arrangements to be made, an advance notice is required. Candidates requesting accommodation may contact the Classified Personnel Department prior to the application deadline stated on the job announcement, at (805) 306-4500 ext. 4064.

Training and Experience (T&E) Evaluation

A Training and Experience (T&E) evaluation is an examination component designed to assess candidates' preparedness for the job as indicated by their professional and educational background. Candidates' responses to classification-specific supplemental questions included in the application are used to evaluate candidates' preparedness for the job.

- A screening committee evaluates and scores the training and experience of each candidate as it relates to the areas assessed in the supplemental questions.
- Those with the highest scores on the T&E are invited to the next step in the examination process.
- Candidates are notified via e-mail regarding their status. Candidates may request feedback on their performance within three business days of the notice.

Tips for successfully responding to the classification-specific supplemental questions

- Resumes are not accepted in lieu of responding to the questions. Do not indicate "see resume" as a response.
- Allow yourself adequate time to complete this portion of the application.
- Compose your responses to the questions in Microsoft Word. This will allow you to save and revise your answers, as well as check your spelling and punctuation.
- Most of the questions have multiple parts; make sure you address each part.
- Provide specific examples and details that demonstrate your training and experience.
- Make sure your responses are clearly worded and follow correct grammar and punctuation.

Multiple Choice Test

- A multiple-choice test is an examination component that measures specific knowledge, skills and abilities necessary to perform the essential duties of the job.
- Candidates are asked to choose the best answer from a number of answers that are provided with each question.
- The test is administered using a laptop with a touch-screen monitor.
- The length of each test varies depending on the content.
- Candidates with the highest scores advance to the next step in the examination process.

Preparing for a multiple-choice test

- Read the job description thoroughly and identify the knowledge, skills, and abilities you may need to possess in order to perform the job successfully. This may give you some ideas of topics that will be assessed in the test.
- Practice and/or study material that you feel relates to the necessary knowledge, skills or abilities you identified. For example, if job duties include performing mathematical calculations and managing a cash register, then some of the test questions will probably cover math and handling money.
- To refresh basic skills, such as reading comprehension, spelling, math, and English usage, you might want to visit a public library or Employment Development Department (EDD) in your area. They may have relevant resources such as commercially published test preparation books for employment tests (such as Barron's and ARCO-produced books that contain sample questions from employers across the country), GED exam preparation books, and Civil Service Study Guides. You may also utilize online resources such as https://www.wyzant.com/resources.

These example resources are not specific to the Simi Valley Unified School District but may be useful in preparing for a multiple-choice exam.

- The Paraeducator Tutorial for Math (located on the Classified Personnel web page) is a study guide will aid you in studying for the **math** portion of the Paraprofessional multiple-choice test. By reviewing this information, you will be better prepared for the math portion of the test. Open the link here: Study guide

Before the test

- Allow yourself enough time to find the test location. Candidates who arrive late are not admitted.
- Bring a picture ID.

During the test

- Listen carefully to all of the instructions. If you are not clear with the instructions, make sure you ask the proctor before the test begins.
- Read each question and answer choice completely.
- Look for key words that may help you in identifying the correct answer.
- Eliminate obvious wrong answers.
- Check other questions for clues.
- If you are not sure of the correct answer, mark the one that you think is best.
- Plan your time so that you may complete the test within the time allowed.
- If you have extra time, review your responses and make sure that you have answered every question.
- If you are stuck on a question, try not to get worried and frustrated. Re-read the question to make sure you understand it, and answer it to the best of your ability.
- If you think that there is no correct answer or you think there is more than one correct answer for a question, you may submit a written protest via the protest sheet made available at the test administration. To be valid, the protest sheet must be submitted within 24 hours of the test. Your protest will be reviewed and determined to be either valid or denied. You will be notified of the determination in writing.

After the test

- Candidates with the highest scores advance to the next step of the examination process as posted in the job announcement.
- Candidates are notified via e-mail regarding their status. If you would like to know the percent of correct and incorrect responses, you may request this information from the Classified Personnel Department within three business days after you are sent notification of your results.

Structured Interview

- A structured interview is an examination component that assesses specific competencies (work behavior, knowledge, skills and abilities) necessary to perform the essential duties of the job.

- The interview is referred to as a structured interview because every candidate is asked the same job-related questions and scored according to the same rating scale.

- The interview is conducted by an interview panel consisting of at least two subject matter experts, meaning they have in-depth knowledge of the classification/job for which you are interviewing. These panel members are not first or second-level supervisors of positions for which there are current vacancies within the classification. They may include individuals from within or outside of the Simi Valley Unified School District.

- Panel members only evaluate the information you provide during the interview. They do not review your application materials.

- Before the interview, you are notified of the names and titles of the interview panel members. In the event you are not comfortable with one of the panelists, you have the right to request that the panel member be removed from your interview.

- The interview is recorded in accordance with California State Law and to ensure the process if fair and consistent across all candidates.

Before the interview

- Make sure you know where the interview will be conducted and what time you are scheduled to arrive. Usually, you will have 10 minutes prior to the interview to review the questions and prepare notes.

- Decide on appropriate attire**.** Use your best judgment when deciding what to wear for your interview**.**

- Read the job description thoroughly and identify the competencies necessary to perform the job, as these are the areas that will most likely be assessed in the interview. All SVUSD classified job descriptions are located on the Classified Personnel web page.

- Prepare concrete examples from current or past employment that demonstrate the competencies required for the job.

- Learn about the Simi Valley Unified School District.

The day of the interview

- Be on time**.** It is recommended to arrive approximately 15 minutes prior to your interview.

- Utilize your time to review the questions and prepare notes, if provided with the opportunity.

- You may refer to your notes during the interview; though be sure to leave them with the panel at the end of your interview. Your notes will not be evaluated by the panel.

- Please note that the panel may ask follow-up questions that are not listed.

- You are not permitted to use any prior notes, documents, materials, or a smart phone or any related technology/communication device at any point in the interview process. If you are observed using any such materials or technology/communication device, you will be disqualified from the examination process.

During the interview

- The panel assesses your qualifications and fitness for the classification based upon your responses to the interview questions and any performance exercise associated with the interview.

- Assume that the panel does not know you or your qualifications. The panel has not seen your application or any additional information you have submitted. Therefore, give full and complete answers to each question.

- Speak clearly and answer concisely and to the point.

- Provide specific examples regarding your experience.

- Some questions have multiple parts. Be sure to answer all parts of the questions.

- Stay focused. Panel members may take notes while you are talking. Do not let this distract you. The panel members will refer to their notes when rating your performance.

- Do not offer or leave any documents with the panel, such as resumes, letters of recommendation, DD214, etc.

- At the end of the interview, the panel will ask if there is anything else you would like to add. This is an opportunity for you to provide additional relevant information regarding your qualifications.

After the interview

- After the interview, the panel evaluates and scores your performance in the interview based upon your responses to the interview questions and exercise (if applicable) using pre-established scoring criteria. The panel evaluates the degree to which you demonstrate you possess the crucial competencies for the position.

- Once the passing score for the interview is determined, you are notified via email regarding your status.

- If you pass the interview, you advance to the next step in the examination process as indicated in the job announcement.

- Usually, the structured interview is the last step in the examination process. If this is the case, your notice will include your final score and placement on the eligibility list. Passing the examination places you on the eligibility list, but it does not mean that you will be offered a position. If you are within the top three ranks and there is a vacancy, you will be scheduled for a final selection interview with the hiring manager.

- Candidates may request feedback regarding their performance in the interview within three business days of the date of the notice. Interview questions are confidential and will not be shared, but you may request to review your ratings.

- Candidates may appeal an interview outcome to the Director of Classified Personnel. For more detailed information, please refer to the SVUSD Rules and Regulations for the Classified Service, Rule 4.20.13 – Appeal of Examination Results.

Performance Tests

- A performance test measures a candidate's ability to perform job-related tasks.

- There are various types of performance tests, such as writing exercises, in-basket exercises, presentations, computer skills tests, and the performance of physical tasks. All types of performance tests require the candidate to perform tasks that simulate tasks performed in the job.

- To prepare for a performance test, familiarize yourself with the duties and responsibilities of the job as outlined in the job description and practice your skills in these areas.

ELIGIBILITY LIST

After all examination components are administered, an eligibility list is established. An eligibility list consists of candidates who have passed all examination components.

- Candidates placed on the eligibility list are ranked in descending order by the total score they achieve on the examination plus any applicable seniority and veteran's credit. The candidate with the highest score is ranked number one, the second highest score is ranked number two, and so on. Candidates with the same score occupy the same rank.

- Eligibility lists are usually valid for one year, though for some classifications the eligibility list is valid for six months.

- Eligibility lists may be extended beyond the initial life of the list if there are sufficient candidates on the list to continue to meet the needs of the District.

- Eligibility lists may be exhausted within the initial life of the list if there are fewer than three ranks of candidates remaining who are ready and willing to accept a position.

- If you are placed on an eligibility list, your name remains on the list until you are hired, decline or do not respond to an interview or job offer three times, indicate you are no longer interested, or until the list expires or is exhausted. You may also be removed from an eligibility list for a reason outlined in SVUSD Personnel Commission Rule 5.10.6.

Seniority Credit

- Current employees may receive seniority credit.

- Seniority credit is accrued at a rate of one-fourth (0.25) points per one year of service, up to a maximum of five (5) points.

Veteran's Credit

- Eligible candidates may receive veteran's credit.

- Veteran's credit is accrued at a rate of five (5) points for eligible veterans and ten (10) points for eligible disabled veterans.

- A copy of your form #DD214 must be submitted in order to receive veteran's credit.

SELECTION INTERVIEW

- A final selection is made from the top three ranks of the eligibility list of those candidates who are ready, willing, and able to accept the position.

- Once a candidate is placed on an eligibility list for a classification, the Classified Personnel Department certifies the top three ranks to the hiring authority for a selection interview for an open position within the classification. Any candidate certified in the current top three ranks may be selected for the position.

- Candidates are contacted for a final interview as vacancies become available and in accordance with interview times and dates provided by the hiring authority for each position.

- Once contacted for an interview, candidates must reply to confirm their attendance.

- Candidates may waive the opportunity to interview three times before being removed from the eligibility list. Failure to respond to an invitation to interview constitutes waiving the interview.

After the interview

- The hiring authority notifies the Classified Personnel Department of their selection(s).

- All candidates who participated in the selection interview are informed of their status via e-mail.

- For selected candidates, reference checks are conducted with current and past supervisors.

- Once reference checks are approved, salary placement is determined per Rule 7.20.1 – Initial Placement and Rule 7.20.3 – Promotions in the SVUSD Rules and Regulations for the Classified Service.

- If selected for a position, you will receive a phone call from the Classified Personnel Department offering you the job.

THANK YOU

Thank you for taking the time to review this guide. We hope that it has provided you with valuable information as you are preparing for and participating in the classified application, examination, and selection process.