

Position Recruitment Request (PRR)

Step 1-Position Authorization

To assist Human Resources in helping you advertise a position, please complete page 1 immediately. The position authorization must be received before moving on to Step 2. Please refer to Recruitment Procedure List for instructions.

Position: _____

Hiring Supervisor: _____ **Department:** _____

Location: _____ **Grade(s):** _____

Recruitment to fill: Current position New position FTE: _____ (i.e. 1.0, 0.5, etc.) Number of vacancies _____

Certificated Classified

Limited Term/Supplemental

Replacement for: _____

Temp, assignment start/end dates: _____

Vacancy as of _____

Budget Code(s): _____

If Grant Funded (Number of years and anticipated last date of contract): _____

Rationale for Position/Promotion. (If this is a Promotion then there is no need to fill out Step 2):

Effective date of change: _____

Approved (if grant funded) by: _____ **Date:** _____

Assistant Superintendent, Business Services

Approved by: _____ **Date:** _____

Assistant Superintendent for Department

Approved by: _____ **Date:** _____

Assistant Superintendent, Human Resources

Approved by: _____ **Date:** _____

Superintendent of Schools

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Step 2-Please complete the following 2 pages.

HRA submitted: Yes HRA#: _____ Position Control #: _____

Job description reviewed/and or approved by: _____ **Date:** _____

Position requires: Certificate/credential/special license: _____ preferred required
 Other (i.e. Bilingual, etc.): _____ preferred required

Recruitment: Promotional (internal) only Open and promotional (internal and external)
 (Minimum of 5 days or more for ASCOE and SEIU and 10 working days for Certificated and Classified Management.)

Open date: _____ **Close date:** _____

Suggested Posting Venues (EdJoin is automatic): CASBO Handshake Indeed Job Link Los Cien Other _____

Social Media (fill out form) [Complete the Job Post Social Media Request Form](#)

HR Analysts will prescreen applicants in Edjoin based on required credentials and documents (Letter of Interest, Reference Letters(required for most positions) and Resume).

Screening Teams (Minimum number of screeners is 3 and should include depending on the position: ASCOE staff, Cert. Mgmt., Class. Mgmt. & SEIU staff. A meeting should be held with a rep from department management team and an HR Analyst to go over the process and what the department is looking for in an applicant):

1. _____ 4. _____

2. _____ 5. _____

3. _____ **Date and Time:** _____

Paper Screening-Criteria (List below and these will be added to EdJoin):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Demonstrates interest and understanding of job description, position and role in our organization. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Qualifications align with specific job requirements | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Relevant Experience | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Required Skills | <input type="checkbox"/> Other: _____ |

Selection process must include 2 or more items listed below (2 interviews count as 2 items):

- | | |
|--|---|
| <input type="checkbox"/> Facilitate sample lesson plan | <input type="checkbox"/> Interviews # _____ (2 are required for most positions) |
| <input type="checkbox"/> Skills/Performance test | <input type="checkbox"/> Other _____ |

Interview questions, Testing instructions, and Rubric and Tests (Please provide interview questions **5 days before interview**)

Interview scores will be based on Rubric (0-4) and forced ranking criteria.

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Interviewing Teams: (ASCOE Rep. (only with on-site positions), Management Rep., SEIU Rep. and employee with a similar title or related experience. Including diverse panel member across departments). Minimum of 3 interviewers required and 2 interviews for most positions.

First interviewers: 1. _____ 4. _____
(Panel Lead)
2. _____ 5. _____
3. _____ 6. _____

Date/Time: _____ **Interview length:** _____

(Panel will meet at least 30 minutes prior to the first interview) (Allow enough time prior, in between and after interviews)

Second interviewers: 1. _____ 4. _____
(Panel Lead)
2. _____ 5. _____
3. _____ 6. _____

Date/Time: _____ **Interview length:** _____

(Panel will meet at least 30 minutes prior to the first interview) (Allow enough time prior, in between and after interviews)

Request Submitted by: _____ **Date:** _____

Department/Division Approval: _____ **Date:** _____

HR Analyst Review: _____ **Date:** _____

HR Credentials Analyst Review: _____ **Date:** _____
(*Certificated recruitments only*)

HR Assistant Superintendent Approval: _____ **Date:** _____