



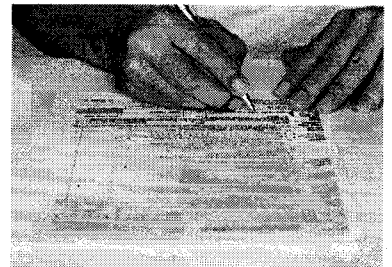
Human Resource Services

Classified SEIU Employment Process

1. When an employee resigns, is promoted, transferred, or otherwise removed from a position, Human Resource Services will contact the hiring manager by e-mail to confirm the position title, FTE, calendar, and posting date.
2. Classified job postings will be sent to sites and departments as e-mail attachments. Paper copies will be sent to sites upon request. Positions will be posted on the District's web site.
3. As individuals apply for positions, skills tests will be administered when applicable and upon candidate request.
4. When a position closes, Human Resource Services will paper screen, complete a paper screening matrix that summarizes education, experience, skills, etc., and send the matrix to the hiring manager. Only applicants who meet minimum qualifications will be referred for interview.
5. Human Resource Services will maintain records by position and site/location for all openings.
6. Hiring managers are to schedule interviews.
7. Hiring managers will establish interview panels of no less than two members with varying representation by position, age, gender, and ethnicity. The panel composition shall be determined by the Hiring Manager; however, each panel shall have at least one bargaining unit member which may or may not be selected by the Union, from the site, or administrative unit.

Suggestion: Utilize your site steward for interview panels, or you may use a chief steward from a similar job classification.

8. Hiring managers shall develop interview questions, and may request that Human Resource Services provide assistance.
9. Human Resource Services will provide hiring managers with interview/selection forms which must be returned to Human Resource Services at the conclusion of interviews.
10. The hiring documents will be reviewed by Human Resource Services upon receipt. If approved, Human Resource Services will make the job offer contingent upon the candidate successfully meeting additional legal requirements. The hiring manager will also be given the option to contact unsuccessful candidates, plus Human Resource Services will contact the unsuccessful candidates as well.
11. Human Resource Services will make salary placement, arrange for fingerprints, TB tests, or any other required tests, and complete new hire paperwork. No one will be allowed to start work until all necessary pre-employment paperwork is completed, and Human Resource Services has confirmed/notified the site of a start date.
12. All classified new hires are required to attend a new employee orientation prior to their start date or within 30 days from the date of offer.





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Hiring Manager Instructions

1. Candidates' names, applications or resumes, and letters of reference are confidential. A Confidentiality Statement is included on the Interview Team Report and Recommendation.
2. The District is committed to hiring the most qualified candidates and will provide equal employment opportunities for all persons. The interview should provide a professional, equitable and unbiased hiring and promotional process.
3. Panel members should review job descriptions and applications of candidates prior to the interview. The panel composition shall be determined by the Hiring Manager; however, each panel shall have at least one bargaining unit member from the site or administrative unit.

Suggestion: Utilize your site steward for interview panels, a chief steward from a similar job classification, or any qualified SEIU member.

4. Members of the interview panel should be provided a set of structured questions which should be asked as they are written. Clarification questions are appropriate, but probing questions which might influence a candidate's answers are not appropriate. Scoring of each candidate is to be done at the conclusion of each candidate's interview. The interview team may not discuss candidates until the end of the interview and all score sheets have been turned in to the proctor.
5. Candidates should be evaluated on the degree to which they meet the criteria in the job description, and not be evaluated comparatively against other candidates. The interview team should **NOT** ask questions regarding race, religion, age, sexual preference, national origin, family/marital status, disabilities, residence proximity, child care arrangements, or any other inappropriate personal questions.
6. Only the hiring manager will check references. References must be checked prior to recommending a candidate for hire.
7. Hiring managers should provide a relaxed atmosphere for candidates, remain in control of the interview, provide a format where the candidate does most of the talking, and use open-ended questions rather than ones that solicit a "yes" or "no" response.
8. The hiring manager should be prepared to answer candidates' questions about the District, i.e., number of schools, types of programs, etc.; however, questions related to scoring, salary, or employment status should be referred to Human Resource Services.
9. The hiring manager should return the following to Human Resource Services after interviews are complete:
 - a. Applications of Candidates
 - b. Interview Questions
 - c. Classified Interview Forms
 - d. Classified Summary Rating Sheet
 - e. Completed Applicant Reference Check Form
 - f. Classified Interview Team Report and Recommendation
10. Human Resource Services will notify candidates of their status in writing within ten working days after the successful candidate has accepted the position.



Human Resource Services

Classified Interview Team Report and Recommendation

VACANCY #: _____

Hiring Manager:	Interview Site:	
Position:	Interview Date:	
PLEASE PRINT INTERVIEW TEAM MEMBERS	GENDER	ETHNICITY
Name: _____ (Classified Member)	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
Name: _____	☐ Male	
Title: _____	☐ Female	
LIST CANDIDATES REFERRED BY HR WITH STATUS, I.E, NO SHOW, DECLINED INTERVIEW, ETC.		
CONFIDENTIALITY AGREEMENT		
The purpose of this interview team is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of this team must be based on the highest ethical standards of the education profession. Interview team members agree not to contact references of candidates nor discuss candidates with others. By signing this document, interview team members agree to adhere to strict confidentiality with regard to the interview process which includes names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions.		
INTERVIEW TEAM RECOMMENDATION		
First candidate recommended for hire:		
Second candidate recommended for hire (if first candidate does not accept position):		
NOTIFICATION OF <u>SELECTED CANDIDATE</u>—HUMAN RESOURCE SERVICES ONLY NOTIFICATION OF <u>NON-SELECTED CANDIDATES</u>—HUMAN RESOURCE SERVICES		
Signature of Hiring Manager:	Date:	



Applicant Reference Check (Classified and Management)

Applicant:

Position:

Interviewer:

Date:

Person/Spoke to:

How would you describe (the applicant's) work style?

Is there any reason we should not hire (the applicant)?

What are the strengths of (the applicant)?

What are the weaknesses of (the applicant)?

On a score of one to ten with ten being high, how would you rate (the applicant)?

Is there someone else I should speak to about (the applicant)?

Would you hire (the applicant) again in the position they now hold?



Classified Interview Form

Candidate:	Vacancy No.	Date of Interview:
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OVERALL RATING SCORE				
5 = Unacceptable	10 = Serious Weakness	15 = Acceptable	20 = Above Average	25 = Exceptional



INTERVIEW QUESTIONS	SCORE
Question Number 1 Notes:	
Question Number 2 Notes:	
Question Number 3 Notes:	
Question Number 4 Notes:	
Question Number 5 Notes:	
Question Number 6 Notes:	
Question Number 7 Notes:	

Interview Panel Member Signature: _____

Date: _____

Summary Rating Sheet

Position:	Vacancy No.	Date of Interview:
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[illegible]

Hiring Manager Signature: _____ Date: _____
268a:SEIU Hiring Process-ALL (12-12-02)