

Multnomah Education Service District

Code: **GCC-AR**
Adopted: 4/7/82; 1/25/91; 11/28/11
Orig. Code(s): 3910-1, 3910-1A; 3910-2

Recruitment of Staff

Recruitment and Selection of Staff

1. MESD will utilize external recruitment sources in addition to in-house posting of vacancies that will reach potential applicants including minorities unless there is a compelling reason to do otherwise as proposed by the appropriate cabinet member and as determined by the director of human resource services.
2. The selection committee will consist of a chair who must be an MESD supervisory employee and any other individuals selected by the chair. The selection committee members must remain the same throughout the selection process.
3. The selection committee will develop job related interview questions subject to approval by the director of human resource services or designee, to be used with all applicants who are interviewed. The questions will correlate with the criteria listed on the applicant rating sheets.
4. The selection committee shall proceed according to the hiring procedures (modified as required) established by the director of human resource services.

**MULTNOMAH EDUCATION SERVICE DISTRICT
SUPERVISOR-APPLICANT RATING SHEET**

Supervisory knowledge, skills, abilities and personal/professional characteristics

Applicant Name: _____

Date of Interview: _____ Position: _____

Directions

(1) For the 20 areas below, please rate the above applicant in each area in the “Points” column according to the following scale:

- 0 - Failed to satisfy minimum expectations;
- 1 - Satisfied expectations;
- 2 - Excels in this area.

(2) Add the points and place the score in the box below.

| Criteria | Points |
|--|--------|
| 1. Verbal Communications | _____ |
| 2. Report Writing/Written Communication | _____ |
| 3. Listening | _____ |
| 4. Fiscal Management & Budgeting/Computing Arithmetic | _____ |
| 5. Planning/Organization/Coordination/Prioritization/Time Management | _____ |
| 6. Evaluation-Program | _____ |
| 7. Problem Solving/Analytical | _____ |
| 8. Decision Making | _____ |
| 9. Accept Responsibility/Delegation | _____ |
| 10. Supervisory Techniques | _____ |
| 11. Staff Evaluation | _____ |
| 12. Anti discrimination Laws/Selection & Interview | _____ |
| 13. Human Relations | _____ |
| 14. Team Building | _____ |
| 15. Trust | _____ |
| 16. Leadership | _____ |
| 17. Assertiveness | _____ |
| 18. Ethics | _____ |
| 19. Sense of Humor | _____ |
| 20. Control Stress | _____ |

RAW SCORE:

WEIGHTED SCORE:

Summary Comments: _____

Interviewer: _____

MULTNOMAH EDUCATION SERVICE DISTRICT
 APPLICANT RATING SHEET
 Supervisory knowledge, skills, abilities and personal/professional characteristics

Applicant Name: _____

Date of Interview: _____ Position: _____

Directions:

(1) List below the technical criteria required for the position with questions and looked for responses to personnel prior to/or with authorization to recruit form.

(2) Rate the above applicant in each area in the "Points" column according to the following scale:

- 0 - Failed to satisfy minimum expectations;
- 1 - Satisfied expectations;
- 2 - Excels in this area.

(3) Add the points and place the score in the box below.

| | Criteria | Points |
|-----|----------|--------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |
| 9. | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |

RAW SCORE:

WEIGHTED SCORE:

Summary Comments: _____

Interviewer: _____