

## **Recruitment and Hiring of Licensed Staff**

The superintendent will develop and maintain a recruitment program designed to attract licensed personnel to the district.

It is the responsibility of the superintendent, with the assistance of other district administrators, to determine the personnel needs of the district and to locate suitable candidates to recommend for employment by the district. Those factors considered will include, but not be limited to, the diverse characteristics of the district.

### **Hiring Process for Licensed Staff**

#### **The Interview/Screening Team**

Building administrator, or superintendent's designee, forms an interview team. The team will be made up of:

1. At least two teachers, one of which must be from grade level, or subject area team;
2. At least one school building parent;
3. At least one area community member;
4. Building administrator or superintendent's designee;
5. Building certified specialist (i.e., counselor, reading teacher, special education teacher, music teacher, physical education teacher, etc.)

This team will also be responsible for the second screening of application packets.

#### **The Hiring Process**

1. Post the job opening on our district website, applicable educator online sites such as EdZapp and other media as deemed applicable by administration. Administration will determine the length of time for accepting applications.
2. Gather applications from variety of media including hard copy through the mail, EdZapp, regional teacher job fairs and other resources deemed appropriate by administration.

3. Application packets are screened.
  - a. Building administrator selects at least 15 of top application packets to be screened by the interview committee.
  - b. Interview committee, along with the building administrator, screens packets from the administrator screening. At least 5 of the top applicants are chosen to interview. Each committee member ranks their top 5-10. (Screen Form attached)
4. Candidates to be interviewed are contacted and interviews are scheduled. The interview team is notified of time and place of interviews. Interviews take place.
5. The building administrator and/or selected members of the interview panel make at least 3 reference calls per selected candidate. (See "Hiring Process" form – attached). Reference calls may happen before or after the interview. Notes on interviews and reference checks are to be kept and filed for a period of two years. A recommended list of reference check questions are attached.
6. Selection of candidate for recommendation to the superintendent and school board is made. The building administrator is the final decision maker for the selection for recommendation. The interview panel will give their input on candidates to the administrator.
7. The building administrator, or superintendent's designee, will contact the top candidate to offer him/her the position. The other applicants that interviewed for the position will be called about the decision, or a formal business letter will be sent informing them of the districts decision.

**Recommended reference check questions:**

1. How long and in what role have you known the candidate?
2. What are some of the candidates' strengths?
3. Talk about some of the candidates weaknesses.
4. How would you describe this individual's overall performance and quality of work?
5. Using a scale of 1 – 5, 5 being the best and 1 being worst, rate the candidate under each skill:  
(Or give a letter grade)
  - a. Ability to think on their feet and adjust when necessary;
  - b. Ability to multi task;
  - c. Motivated, self starter;
  - d. Positive attitude;
  - e. Team player;
  - f. Organization;
  - g. Resourcefulness;
  - h. Gets along with staff;
  - i. Gets along with students;
  - j. Is a leader.
6. Did this person's conduct ever require disciplinary measures? If so, describe.
7. Has this candidate ever been on a plan of assistance, or been directed/encouraged to improve in a given area? If yes, please explain.
8. How would you describe his/her performance compared to others with similar responsibilities?
9. If you listed your staff in order from your best employee/teacher down to your least effective employee/teacher, where on the list would you place him/her?
10. If given the opportunity, would you hire this candidate back? Why or why not?

## Hiring Process Form

### Screening Committee

Administrator, or designee	
Teacher(s)	
Parent, Community Member(s)	

\_\_\_\_\_ Number of screened applications

Names of Candidates	Number of References Called

### Interview Committee

Administrator, or designee	
Teacher(s) <i>Required: 2</i>	
Parent, Community Member(s) <i>Required: 2</i>	

Date of Interviews \_\_\_\_\_

Committee's recommendation for hire:

\_\_\_\_\_

Superintendent's Signature

\_\_\_\_\_

*Please Circle One*

The candidate ACCEPTED / REJECTED the job offer.

**Screening Form:**

Interview/Screening committee member's name: \_\_\_\_\_

Please make sure you read through each applicants:

1. Letter of Interest
2. Resume
3. Letters of recommendation
4. Application

After reading through the above items in each packet, please rank your top 10 choices with the best being first.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_