

**Saint Helens
School District 502**

Code: **GB-AR**
Adopted: 11/10/04
Revised/Readopted: 9/29/09; 5/15/12
Orig. Code(s): GB-AR

General Personnel Policies - Hiring Procedures

Positions will not be announced unless:

1. There is written approval from the superintendent that a new position has been created and a funding source approved; or
2. There is written evidence from the employee that there will be an open position, such as a letter of resignation, retirement, or leave of absence and, when appropriate, the Board has approved the employee's written request; and
3. The administrative supervisor of the position completes, signs, and submits to the personnel office a "Vacancy Request Form" stating specific information about the open position.
 - a. **Classified Positions:** Position announcements for classified positions will be advertised through the local area newspapers, the district's Online Application System and posted in compliance with the Negotiated Agreement. Announcements will also be sent to the association president and secretary.
 - b. **Licensed Positions:** Position announcements for licensed positions will be advertised online through Ed Zapp, the district's Online Application System, as well as the district website. Announcements will be posted as per Negotiated Agreement. A notice will also be sent to the association president and secretary. When deemed appropriate by the superintendent, position announcements will be posted on other appropriate internet sites and sent to out-of-state institutions of higher learning, professional organizations and professional journals.
 - c. **Administrative Positions:** Position announcements for administrative positions will be advertised through the district's Online Application System and current district administrators will be notified. With the approval of the superintendent, position announcements will be posted on other appropriate internet sites and sent to out-of-state institutions of higher learning and professional journals. Postings will be in compliance with Board policy CCC - Hiring of Licensed Administrators.

Screening Applicants:

All applications and supporting documents will be received through the district's Online Application System. Only completed application files will be screened for possible interviews. All screening will be conducted after the closing date by human resources and assigned district personnel.

1. **Classified Positions:** Only candidates who have submitted a completed application by the designated closing date may be interviewed for a position. At least three candidates for a position should be interviewed unless there are fewer applicants who meet the minimum qualifications. If a current employee meets the minimum qualifications for an open position, he/she will be given an interview.
2. **Licensed Positions:** Only candidates who have submitted a complete application file by the designated closing date may be considered for an interview. Reference checks may be made of those applicants deemed to be the most qualified. The interview team will hold interviews of those applicants found to have the highest potential for hire ability. If there are no qualified applicants, the position will be reopened.
3. **Administrative Positions:** Only candidates who have submitted a completed application file by the designated closing date may be considered for an interview. For positions of principal or program director, the superintendent will facilitate the screening of applicants. For other administrative positions at the building level, the principal will facilitate the screening process.

Reference checks may be made of those applicants deemed to be the most qualified. Interviews will be conducted with candidates deemed to have the highest potential for hire ability. The position may be reopened at the discretion of the screening/interview committee. Current employees with the proper license who apply and are considered qualified for the position will be given an interview. Screening will be in compliance with Board policy CCC - Hiring of Licensed Administrators.

4. **District Office Administrative Position:** For a district office administrative position, the screening process will be led by the superintendent.

Interview Team

As a rule, the person who will supervise the new employee should organize and facilitate the interview process with district office human resources. Candidates will be interviewed by a team.

1. **Classified Position:** For a classified position, the team should include a building administrator, the teacher(s) with whom the new employee will be working, another classified employee in the building and, when deemed appropriate, the program director.
2. **Licensed Position:** For a licensed position, the team should include the building principal and an equal number of staff and parent representatives (i.e., site council parent representative, parent group officer).
3. **Administrative Position:** For a building administrative position, the team should include an equal number of staff and parent representatives (i.e., site council parent representative, parent group officer), another principal and/or district level director and the superintendent.

4. **District Office Administrative Position:** For a district office administrative position, the team should include at least two principals or other district office directors, a licensed association representative, a classified association representative and the superintendent or designee as selected by the superintendent.

Interviewing Selected Candidates

1. **Interview Questions:** Questions should reflect the variety of perspectives as represented on the interview team and address the most important issues. The administrator conducting the interview process will be responsible to make certain that the questions:
 - a. Are open-ended and will elicit the information necessary to make an informed decision;
 - b. Do not infringe on an individual's privacy or constitutionally protected rights;
 - c. Are worded in a way that is straightforward and void of the interviewer's bias on a particular issue (i.e., does not telegraph the answer you want to hear);
 - d. Are limited to a number commensurate with the time scheduled for each interview; and
 - e. Are approved by the superintendent.

A copy of all questions will be kept in the file related to this hiring.

2. **Interview Process:**
 - a. Prior to the interview, have the team members determine who will ask which questions.
 - b. Allow for a minimum of 30 to 50 minutes for an interview and 15 minutes for debriefing.
 - c. All candidates must be asked the same set of questions. An interviewer may ask additional questions in order to clarify an answer or elicit more information, but asking the same questions of all interviewees is at the heart of conducting a fair, unbiased interview process.
 - d. The time should be used predominantly by the applicant to provide the interview team the information necessary to make a wise decision. Avoid explaining too much about the position or the school system before or during the interview and do not give information about which you are not certain.
 - e. Provide time at the end of the interview for the applicant to ask questions to assist in your responses, you may wish to have a job description, salary schedule, and pertinent information about the school and district available for reference.
 - f. All members of the interview team should be encouraged to take notes. It helps keep the candidates straight in one's mind and facilitates a smooth decision making process. The administrator in charge of the interview is encouraged to provide a uniform rating matrix for each candidate.
 - g. Copies of all notes and any rating matrices will be kept in the file relating to each hiring.
 - h. Before leaving the interview, the candidate should be told the steps remaining before the final decision will be made. Always thank the applicant for his/her time, but be moderate in tone so he/she does not leave thinking the job is "in the bag."
 - i. The administrator or supervisor conducting the interviews will complete an "Interview Process Form" at the completion of the interviews.

Selecting Finalists:

1. It is the role of the interview team to recommend finalists for a given position.
2. Following the interview process, all interviewees shall be ranked.
3. In an instance where a single finalist emerges who possesses qualities and qualifications that, in the view of all interview team members, clearly surpasses the others, a single candidate may be recommended for hire.
4. In instances where a consensus cannot be reached, more than two candidates may be recommended. For building level decisions, the principal will make the final recommendation to the superintendent. For district level positions, (excluding administrative openings) the supervision program director will make the final recommendation.
5. For all administrative hires, the superintendent will make the final determination on which candidate is presented to the Board for final approval. This will require the candidate to complete an additional interview with the superintendent.

Checking References:

One of the most important parts of the hiring process is checking references. For all finalists who have not previously worked for the district, you are required to make a minimum of three reference checks. Although reference checks are most often conducted on finalists, they may also be made in order to determine which candidates to interview. A “Licensed Candidate Reference Check Form” shall be completed for all licensed candidates.

Other employers tend to be cautious about answering questions by telephone. Nevertheless, if you are businesslike, most employers will convey enough information to help you learn more about the job candidate. Be sure you use the same format for all telephone calls so you can gain parallel response about the candidates and avoid inadvertent discrimination. Below are some guidelines when checking references.

1. Make sure the candidate is aware that references will be checked before you call anyone.
2. Try to talk with the supervisor or person directly responsible for the performance of the candidate.
3. Identify yourself and your purpose. If the person wants proof of who you are, have them call you back.
4. Complete the “Reference Check Form”.

Listen carefully throughout the conversation for anything such as hesitations or negative tone of voice that might tell you something the person is not saying. Read between the lines.

Recommendation of Candidate:

Once the hiring team has reached consensus on a candidate for the vacant position, the administrator in charge of the hiring process must complete:

1. A “Candidate Assessment Form” for each candidate interviewed. This form identifies the strengths and weaknesses of the candidates and rates them according to the criteria established.
2. A “Personnel Recommendation Form.” Attach the recommended “Candidate Assessment Form” and “Reference Check Forms” and submit them to the personnel office for processing.

Before the position is offered to the candidate selected by the committee, the application packet will be returned to the personnel department for review. The personnel department will confirm:

1. The candidate has the appropriate license or can obtain such licensure;
2. The candidate meets the requirements of a Highly Qualified Teacher (HQT) as defined under No Child Left Behind;
3. Experience confirmed and placement on the salary schedule determined.

Once this process is complete, the personnel department will generate a “Letter of Intent” and the packet will be returned to the administrator to present the offer to the selected candidate.

After the administrator has received the packet from the personnel department he/she is responsible to offer employment to the successful candidate. The candidate has five calendar days to accept the position. At the time this offer is made, it is the responsibility of the administrator to advise the candidate that final approval for hiring rests with the superintendent and the Board.

Notifying Applicants:

Once the applicant being recommended for hire accepts the position, it is the responsibility of the administrator in charge of the interview process to notify by phone, the unsuccessful finalists who have been interviewed. This communication is a simple act of courtesy that allows you to personally thank the unsuccessful applicants for their time and interest in our district. It is also an opportunity to provide feedback if the applicant so requests it. If an administrator is unable to reach a candidate by phone, the candidate will be notified by letter within seven days.