

PERSONNEL GOALS/STAFF HIRING ADMINISTRATIVE PROCEDURE

A. Job Description Development/Review

The Superintendent or his/her designee will:

1. Conduct a review of the job description to ensure that the information contained in it is relevant to the position;
2. Develop the criteria (skills, knowledge and abilities) required to perform the duties and responsibilities of the position; and
3. Determine the minimum qualifications (training, education and experience) for the position.

B. Recruitment

The Superintendent or his/her designee will:

1. Advertise to attract a wide pool of candidates;
2. If the position is deemed appropriate, ensure that notice of the vacancy will receive wide media coverage with at least one statewide ad and with emphasis on media which targets underutilized classes as identified in the local affirmative action plan;
3. Post notification of job vacancy internally (check local collective bargaining agreement);
4. Advertise all employment vacancies in the local newspaper, unless the vacancy has been deemed appropriate to receive statewide emphasis; and
5. The Ellsworth School Department recognizes that all co-curricular appointments are one-year appointments and may be advertised annually. However, for the purpose of simplicity, not all co-curricular positions are always advertised annually when the appropriate administrator recommends that the position be offered annually to the existing coach or advisor.

C. Screening

The Superintendent or his/her designee will:

1. Eliminate candidates who do not meet the minimum qualifications;
2. Ensure that all applications are reviewed by more than one individual with attention given to perceived conflicts of interest;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Conduct a preliminary reference check, if appropriate; and
5. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description.

D. Interviewing

NOTE: For some positions, it will be appropriate to include more than one person to be involved in the interview process. When this is deemed appropriate, the following procedures are recommended:

The Superintendent or his/her designee will:

1. Appoint an interview panel with representation from various groups with whom the position will work on a regular basis;
2. Provide orientation to the panel on the process, the weighing of criteria and the nomination/hiring procedure; and
3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.

The interview panel will:

1. Design interview questions that match the duties and responsibilities of the position and the criteria; and
2. Provide the opportunity for each candidate to respond to the same questions.

E. Selection

The interview panel will:

1. Assess each candidate on the same basis, including the criteria and the job description; and
2. Submit a selection report to the appropriate decision maker.

F. Nomination/Employment

1. Contact several references to check perceived strengths and weaknesses of the candidate(s);
2. Review the material on the selected candidate(s) to determine whether additional information is needed;
3. Inform the interview panel; and
4. Nominate/employ the selected candidate in accordance with local policies.

G. Notification

The Superintendent or his/her designee will:

1. Offer the position to the selected candidate, with the understanding their present employment will be contingent on the results of a positive background check; and
2. Notify unsuccessful candidates once acceptance is assured.

H. Orientation and Support

The appropriate supervisor will provide an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of the school unit.

I. Record Keeping

The Superintendent will provide for the maintenance in securing files of all applications and documentation of the hiring, screening and interview process, as well as hiring statistics for the school unit for three years.

Cross Reference: GCFB-R – Recruiting and Hiring of Administrative Staff Administrative Procedure

Adopted: **April 11, 2000**

Revised: **November 7, 2006** (formatting, grammar only)