

# **Employment Selection and Recommendation Process Packet**



## **MISSION STATEMENT**

**“...to ensure learning, growth, and success for all!”**

**REVISED JULY 2013**

## **De Soto 73 School District Employee Selection Process**

The employee selection process consists of several phases: Determining Need, Posting Vacancy, Screening Applicants, Interviewing Applicants, Selection of Applicant Recommendation, Orientation, and Post-hiring Communications. The following process has been established to effectively and efficiently manage the hiring process, to decrease the risk of inadvertent unethical or unlawful actions, and to eliminate problems and issues with miscommunication between and within the Central Office and buildings/departments of the district as outlined in **BOE policy 4120**.

### Determining Need

1. A **Position Authorization Request** form is completed and forwarded to the Assistant Superintendent for review.
2. Giving consideration to BOE policies, administrative recommendation, budgetary and time constraints, applicable laws or agreements, etc. the necessity of filling the position is made.

### Posting Vacancy

1. Job description from vacancy is reviewed or developed by the HR office.
2. A determination is made whether the search will be internal, external or both.
3. Posting of vacancy is made by HR office usually for a minimum of 10 (ten) days prior to the selection process to fill a vacancy.
4. Applications are collected and maintained by the HR office.

### Screening

1. Screening criteria is established by administration for the position (generally listed on the posting).
2. Participants in the screening of applicants will be recommended by the Superintendent and may vary based on the position to be filled and other factors.
3. Written assessments or other tasks may be used to narrow the candidate field for the interview process. Objectivity scoring processes will be used to identify the top candidates.
4. Administration selects candidates for further consideration using the results of the assessment and/or initial interview process. An additional assessment and interview may be conducted dependent on the number of quality candidates and the successful responses of the candidates during the process.

### Interviewing

1. Need for an Interview Team is determined and members are selected.
2. The building administration will use teaching staff to assist with the viewing of select candidates in an interview process.
3. Times, dates, and locations for interviews are determined and appointments scheduled.
4. Guidelines have been established for the interview process and are communicated to the interview team prior to the interviews. Including the selection of interview questions and the copying of materials (resume etc.)
5. Input is provided by staff through individual scoring of the candidate's responses.
6. Scoring of candidates are totaled and ranked by each individual as well as the entire interview team.

7. Interview team will be provided the ACCEPTABLE AND UNACCEPTABLE PRE-EMPLOYMENT INTERVIEW INQUIRES.
8. Upon completion of the interview the administration will consider the feedback and determine if additional interviews or assessment tasks should be conducted or if a quality candidate can be recommended for reference checks.
9. Members participating on an interview team ***should not discuss the process*** and share information outside the interview team.

#### Selection

1. Candidates for reference checks are identified and reference checks are completed using the **De Soto 73 Reference Check Form**.
2. The Assistant Superintendent/ Designee will review the process and feedback with administration and confirm the credentials of the recommended candidate.

#### Recommendation

1. Recommendation is made by returning the Recommendation Packet to the HR office. The packet contains a completed **Employment Recommendation Form**, candidates application, resume, and other supporting documents, a minimum of 3 (three) reference check forms for the candidate.
2. Details of employment including salary, benefit eligibility, start date, etc. are determined by the HR office.
3. The HR office will notify the chosen candidate of their recommendation of employment and discuss the terms and conditions of the employment offer.
4. Candidate is recommended to the Board of Education at the next available meeting.

#### Orientation

1. Orientation appointment is scheduled with the new employee to secure appropriate hiring documents and complete necessary HR Office and Business paperwork.
2. After completion of orientation, cleared background check form Jefferson County as well as the FBI, the new employee is cleared to begin work.
3. An appropriate site based orientation is scheduled by the administration.

#### Post Hiring

1. Candidates interviewed but not selected are informed of the status of their application by administration.
2. Applicants who have completed only the written assessment or task will be notified via email if they are no longer being considered for the position. Applicants who have received a team interview will be notified via phone call if they are no longer being considered for the position.

**POSITION AUTHORIZATION REQUEST**

De Soto 73 School District  
Human Resource Department

Date: \_\_\_\_\_ Building/Department: \_\_\_\_\_

Type of Vacancy: \_\_\_\_\_ New Position \_\_\_\_\_ Replacement \_\_\_\_\_ Other

Position: \_\_\_\_\_

Name of employee vacating position: \_\_\_\_\_

Funds Salary to be paid from: \_\_\_\_\_

Options explored to eliminate position for fiscal responsibility: \_\_\_\_\_

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Courses to be taught:: \_\_\_\_\_

Extra Duty Assignment: \_\_\_\_\_

Certification (s) Required: \_\_\_\_\_

Recommended Start Date: \_\_\_\_\_ FT: \_\_\_\_\_ PT: \_\_\_\_\_ Days per Week: \_\_\_\_\_

Hours per Day: \_\_\_\_\_ Scheduled Work Time: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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**TO BE COMPLETED BY HUMAN RESOURCES**

\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Job Description Review: \_\_\_\_\_

Posting: \_\_\_\_\_ Internal \_\_\_\_\_ External Date: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Salary Schedule Recommended: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYMENT RECOMMENDATION**

De Soto 73 School District  
Human Resource Department

Note: To be completed when filling a vacant position  
Please attach three letters of reference forms on candidate

Candidate's name: \_\_\_\_\_ S.S. # \_\_\_\_\_

Name of employee who vacated position: \_\_\_\_\_

Building/ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Full-Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Days per week: \_\_\_\_\_ Hours per day: \_\_\_\_\_ Scheduled work time \_\_\_\_\_

Funds Salary to be paid from: \_\_\_\_\_

Courses to be taught:: \_\_\_\_\_

Extra Duty Assignment: \_\_\_\_\_

Certification (s) held: \_\_\_\_\_

Recommended Start Date: \_\_\_\_\_

Screening criteria utilized: \_\_\_\_\_ Education \_\_\_\_\_ Experience \_\_\_\_\_ Certification \_\_\_\_\_ Additional

Candidates Interviewed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interview Team: \_\_\_\_\_

Submitted By: \_\_\_\_\_

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**TO BE COMPELTED BY HUMAN RESOURCES**

Salary Schedule \_\_\_\_\_ Track \_\_\_\_\_ Step \_\_\_\_\_ Tenure Date \_\_\_\_\_

Accepted: \_\_\_\_\_ Declined: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Orientation Complete: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_