



RULE 4330
STAFF SELECTION AND HIRING PROCESS

followed. Each administrator or supervisor will direct and lead the site, area or department selection process. Each step in the hiring process is designed to protect site, area or department selection committee participants from potential liability and lawsuits. This process applies to all positions in the District except as provided in Exceptions to Above Hiring Process #6.

All recommendations for personnel are the official responsibility of the principal, the appropriate Executive Director of Human Resources and the Superintendent. The Board of Education has the final authority to employees.

Hiring Process

- a. The Human Resources Office of Personnel will recruit a diverse pool of qualified applicants.
- b. Applications and related materials (e.g. transcripts, credentials/letters of reference, certification, etc.) will be maintained. Screening processes to determine minimum qualifications will be conducted by a Human Resources administrator or trained designee before candidates are referred to the site, area or department selection committee for interviews.
- c. Administrators will review personnel files of applicants who have been screened and have satisfactorily met District employment eligibility standards.
- d. When possible, administrators/supervisors will select at least three candidates, although five would be ideal, to interview for each position. Personnel files are confidential and only resumes of candidates being interviewed may be shared with the interview team.
- e. The administrator/supervisor and site, area or department selection team members should be present for all interviews.
- f. Reference checks must be completed by administrator/supervisor prior to the offer of employment.
- g. The administrator/supervisor will consider all discussion regarding candidates and will be responsible for making the recommendation to the Human Resources Office.

Exceptions to Above Hiring Process

- a. Contracted personnel who must be reassigned due to staff allocation changes, etc., will be administratively assigned.
- b. Candidates who have been hired during the recruitment process will be administratively assigned.
- c. Persons who hold certification in areas for which there is a shortage of candidates (speech therapy, ED, CDB, etc.) may be hired without a site interview if an interview team cannot be convened in a timely manner.
- d. For service positions located at a school, when outside recruitment is needed, the principal/assistant principal will be asked to participate in the selection process.
- e.

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The following procedures are to be used in administering the site staff interview team process:

Interview Team

- a. The administrator/supervisor will lead the site staff interview team.
 - b. The interview team should be comprised of a balanced, diverse representation of staff, parents and/or community members who may work closely with the new employee.
 - c. The principal must always be present and participate in all interview sessions.
 - d. The interview team should not rank applicants.
 - e. An interview team member should disqualify him/herself if there is a potential conflict of interest as defined in District policies.
1. Interview Questions
- a. Questions should be determined prior to the interview.
 - b. Questions should be position specific/job-

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The answers interviewers are listening for are the answers given by the very best staff members - the ones the District wants more of.