

## **HIRING PROCESS**

### **Building Level / Certified**

#### **I. Job Description**

#### **II. Posting Closes**

Human Resources screens applications

Human Resources notifies hiring administrator with list of candidates who qualify for an interview

#### **III. Hiring Administrator determines following and contacts Human Resources**

Interview committee (to include at a minimum, hiring administrator, 1-2 staff members, and parent)

Time, date, and place for interviews

Interview Questions (if applicable)

Target date for appointment / School Committee meeting

#### **IV. Human Resources Coordinates Process**

Notifies candidates

Notifies committee members

Prepares paperwork

#### **V. Interviews Conducted**

\*Three (3) candidates are recommended to the Superintendent for a second-level interview

All paperwork gets completed by committee and is returned to Human Resources

#### **VI. Human Resources**

Schedules second-level interviews with the Superintendent

Reference checks are performed by Human Resources/Superintendent

#### **VII. Second-level Interviews**

Superintendent interviews with assistance from appropriate central office staff

Conditional offer is made to the candidate

Proposed start date is determined

Candidate gets recommended to School Committee

#### **VIII. Final Phase**

School Committee appoints candidate

Human Resources notifies candidate

Human Resources notifies hiring administrator

*\*Unless insufficient number of candidates*

# HIRING PROCESS

## District Level / Certified

### **I. Job Description**

### **II. Posting Closes**

Human Resources screens applications

Human Resources notifies Superintendent with list of candidates who qualify for an interview

### **III. Superintendent determines following and contacts Human Resources**

Interview committee (to include at a minimum, an Administrator, 2-3 staff members, and a parent if appropriate)

Committee chairperson

Target date for appointment / School Committee meeting

### **IV. Human Resources Coordinates Process**

Sets time, date, place for interviews

Notifies interview committee members to screen applications and develop interview questions (if applicable)

Notifies candidates

Prepares paperwork

### **V. Interviews Conducted**

\*Three (3) candidates are recommended to the Superintendent for a second-level interview

All paperwork gets completed by committee and is returned to Human Resources

### **VI. Human Resources**

Schedules second-level interviews with the Superintendent

Reference checks are performed by Human Resources/Superintendent

### **VII. Second-level Interviews**

Superintendent interviews with assistance from appropriate central office staff

Conditional offer is made to the candidate

Proposed start date is determined

Candidate gets recommended to School Committee

### **VIII. Final Phase**

School Committee appoints candidate

Superintendent notifies candidate

*\*Unless insufficient number of candidates*

## **HIRING PROCESS**

### **Non-Certified**

#### **I. Job Description**

#### **II. Posting Closes**

Human Resources screens applications

Human Resources notifies hiring administrator with list of candidates who qualify for an interview

#### **III. Hiring Administrator determines following and contacts Human Resources**

Interview committee (to include at a minimum, hiring administrator, 1-2 staff members, and a parent if appropriate)

Time, date, and place for interviews

Interview Questions (if applicable)

Target date for appointment / School Committee meeting

#### **IV. Human Resources Coordinates Process**

Notifies candidates

Notifies committee members

Prepares paperwork

#### **V. Interviews Conducted**

\*Three (3) candidates are recommended to the Superintendent for a second-level interview

All paperwork gets completed by committee and is returned to Human Resources

#### **VI. Human Resources**

Schedules second-level interviews with the Superintendent

Reference checks are performed by Human Resources/Superintendent

#### **VII. Second-level Interviews**

Superintendent interviews with assistance from appropriate central office staff

Conditional offer is made to the candidate

Proposed start date is determined

Candidate gets recommended to School Committee

#### **VIII. Final Phase**

School Committee appoints candidate

Human Resources notifies candidate

Human Resources notifies hiring administrator

*\*Unless insufficient number of candidates*

## **HIRING PROCESS**

### **Stipend Positions**

#### **I. Job Description**

#### **II. Posting Closes**

Human Resources screens applications

Human Resources notifies hiring administrator with list of candidates who qualify for an interview

#### **III. Hiring Administrator determines following and contacts Human Resources**

Interview committee (to include at a minimum, hiring administrator, 1-2 staff members, and a parent if appropriate)

Time, date, and place for interviews

Interview Questions (if applicable)

Target date for appointment / School Committee meeting

#### **IV. Human Resources Coordinates Process**

Notifies candidates

Notifies committee members

Prepares paperwork

#### **V. Interviews Conducted**

All paperwork gets completed by committee and is returned to Human Resources

Candidate gets recommended to the School Committee

#### **VI. Final Phase**

School Committee appoints candidate

Human Resources notifies candidate

Human Resources notifies hiring administrator

*\*Unless insufficient number of candidates*

## **Checklist for reviewing resumes**

### **HR Functions**

- Did the candidate's application materials meet the deadline?
- Does the candidate meet the minimum qualifications listed on the job description?

### **Relevance of Work History and Accomplishments**

- Is candidate's work experience applicable to the responsibilities listed on the job description?
- Are there any special skills or awards?
- Is there evidence of job progression or regression?

### **Employment Stability**

- What is the length of time that the candidate held previous positions?
- Has the candidate ever been tenured (Connecticut tenure = 4 years)?
- Are there gaps in the employment history or do the dates seem inaccurate?

### **Current Employment Status**

- Is the candidate currently employed?
- Is the candidate leaving a school district mid year?

### **Reference Letters**

- Do the reference letters verify the candidate's strengths or simply verify employment and job responsibilities.
- Who provided the reference letters?
- Are the reference letters current?

### **Summary**

- In general, does the resume offer a clear picture of the candidate's employment history and educational background? Is there too much or too little information?