

HUMAN RESOURCES

Recruitment, Selection, and Appointment

Guidelines for the Employment of Unified-Scale (US) Personnel

This regulation supersedes Regulation 4152.4

I. PURPOSE

To describe regular appointment and promotion procedures for unified-scale (US) personnel.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. All references to cluster director have been changed to cluster assistant superintendent.
- B. Section III.C. adds language to identify minimum employment standards.
- C. Section IV.E. adds language to include an open-until-filled process.
- D. Section V.D. clarifies the screening and interview processes.
- E. Section V.E. specifies training necessary for an individual who conducts panel interviews.
- F. Section VI.A. outlines the program manager's duties in order to complete the selection process of a candidate.
- G. Section VI.D. raises grade level at which or above which the Division Superintendent's final approval regarding a candidate's promotion or appointment is required.
- H. Section VI.E. adds language to provide for an underfill.
- I. Section VI.F. adds language to describe how a program manager provides notification of the results of the selection process.
- J. Section VII. has been revised to simplify the records retention procedure.

III. DEFINITIONS

- A. Entry-Level Position—A vacancy that would not be a promotional opportunity for an applicant.

- B. Promotion—The appointment of an employee to a position from one class to another class that has a higher maximum rate of pay.
- C. Qualified Applicant and Eligible Candidate—An applicant is qualified for a position when he or she meets the minimum employment standards for the position. To become an eligible candidate, an applicant must, in addition, successfully complete the eligibility process.
- D. Register of Eligible Candidates—The assistant superintendent, Department of Human Resources, or his or her designee, when it is deemed necessary, may maintain a register of persons eligible for selected support staff positions. The Register of Eligible Candidates shall consist of the names of persons who have been determined to be qualified and eligible through the eligibility process.
- E. Regular Appointment—Appointment of an individual to an authorized position in accordance with procedures as outlined in this regulation.

IV. RECRUITMENT

- A. Recruitment activities shall be governed by specific personnel needs as determined by the assistant superintendent, Department of Human Resources, or his or her designee. Personnel shall be recruited through advertisements or announcements in selected publications and by other appropriate means.
- B. Recruitment and selection of personnel will be made without regard to an applicant's race, color, age, national origin, ancestry, sex, religion, or disability.
- C. Vacant authorized positions, other than entry-level positions, shall be advertised in *Job Opportunities* and on the school system's web site. Advertisements shall include a brief description of the job as well as job qualifications.
- D. To be considered for an advertised vacancy, interested persons must apply as specified in the advertisement in *Job Opportunities* or on the school system's web site.
- E. Other than entry-level and temporary hourly positions, vacant authorized positions shall be announced for at least seven consecutive calendar days prior to being filled. When appropriate, selected positions that are difficult to recruit for may remain open until filled (OUF). Applicants who apply after the recruitment period ends may be considered when the Department of Human Resources and the program manager determine that additional applicants are needed to establish a viable applicant pool. If this provision is exercised, all late applicants will be considered.

V. ELIGIBILITY PROCESS

- A. An applicant must comply with published application procedures by the advertised deadline when applying for a position.

- B. The Department of Human Resources shall screen applicant credentials to determine those applicants who meet the minimum employment standards for the position. An applicant is qualified for a position when the employment standards are met as outlined by the relevant job specification.
- C. The principal or program manager, or his or her designee, shall consider qualified applicants by reviewing resumes.
- D. The principal or program manager shall screen all referred candidates and interview the best-qualified candidates. Applicants will be asked to respond to questions relevant to the position. An appropriate written statement or oral presentation may be required. Applicants shall be provided an equal opportunity to present qualifications for the position. When the vacant position is at the US-20 level or above, the selection process shall include a panel interview.
- E. When a selection panel is conducted, the panel shall be composed of appropriate personnel selected by the principal or program manager having the vacancy. An individual shall not participate on a selection panel if related to an applicant as identified in the current version of Regulation 4819. For vacant positions at the US-20 level and above, an individual who has completed the "Outstanding Interview" training and has been certified by the Department of Human Resources may participate in and oversee the panel interviews without Department of Human Resources representation.
- F. When a school principal vacancy occurs, the cluster assistant superintendent shall invite appropriate community representatives to identify specific or unique requirements, characteristics, or needs of the school or community that should be considered in the selection of the principal.
- G. The program manager or cluster assistant superintendent shall be responsible for obtaining reference information in regard to the recommended candidate(s).
- H. The assistant superintendent, Department of Human Resources, or his or her designee, when it is deemed necessary, may maintain a register of persons eligible for selected staff positions. The register of eligible candidates shall consist of the names of persons who have been determined, through the eligibility process, to be qualified and eligible.

VI. SELECTION AND NOTIFICATION

- A. After telephone reference checks are performed, the principal or program manager shall submit the name of the selected applicant to the appropriate support employment specialist using the Request to Hire/Transfer/Fingerprint (HR-8) form. All documentation associated with the selection process shall be returned to the appropriate employment specialist in the brown accordion file folder provided. This documentation includes: a) schedule of interviews, b) list of

panel members, c) all completed scoring sheets, d) copies of any written exercises, to include the specific question(s), if applicable, e) reference notes, and f) documented telephone reference checks.

- B. For the position of principal, the Division Superintendent, or his or her designee, shall submit the name of the selected applicant to the School Board at least 48 hours before announcing the appointment. In the absence of School Board objections, the Division Superintendent shall make the appointment.
- C. Principals of new elementary and middle schools shall be appointed seven months prior to scheduled fall openings (by February 1). Principals of new high schools and secondary schools shall be appointed 14 months prior to scheduled fall openings (by July 1).
- D. The Department of Human Resources shall have the final approval regarding a candidate's promotion or appointment to a position. For positions at the US-25 level and above, the Division Superintendent, or his or her designee, shall have the final approval regarding a candidate's promotion or appointment to a position.
- E. The Department of Human Resources shall notify the selected candidate of appointment or promotion. Only a candidate who meets the requirements in the job specification may be appointed or promoted, unless an underfill request has been approved.
- F. When a selection panel has been conducted, and following the final administrative approval of the recommended candidate, other applicants who were interviewed for the position shall be notified by the program manager verbally or in writing about the results of the selection process.
- G. An applicant may contact the Department of Human Resources regarding the selection process for a position.

VII. RECORDS RETENTION

Records retention schedules shall be followed as provided in the Records Management Manual as outlined in the current version of Regulation 6701.

See also the current version of: Policy 4920, Workforce Diversity
Regulation 4819, Sick Leave
Regulation 6701, Records Management Program