

**Subject: Hiring Process Policy**

**Effective Date: June 08, 2007**

**Approved By: Board of Directors**

**Policy:** To enable the efficient recruiting and selection of qualified and suitable candidates for open positions, the Human Resources department shall partner with hiring managers to develop an effective recruiting plan for each position.

### **Procedure:**

1. The School will promote and transfer employees whenever possible so as to enable career development. After completion of the 90-day introductory period, employees may apply for posted positions.
2. Recruiting services provided by the HR department may include advertising, collecting application materials, screening candidates, scheduling and conducting of interviews, maintenance of an accurate application and resume data bank; orientation of candidates for employment; and continual development of a career and succession planning.
3. The following procedures support the hiring function.
  - a. The Human Resources Director or designee will utilize an electronic, online applicant tracking system as a central repository for all applications, resumes, and supporting documentation. All requests for employment applications and employment information must be directed to the online system.
  - b. When a position vacancy occurs or a new position is created, a Personnel Requisition Form is completed by the requestor and approved by the appropriate managers and assistant directors before being approved by the Executive Director.
  - c. If the position already exists, the existing job description must be attached to the Personnel Requisition. If the position is new, a job description must be developed and attached to the Requisition prior to approval. The approved requisition and job description is sent to Human Resources.
  - d. The Human Resources Director and hiring manager will determine the appropriate interview format: group, one-on-one, or a combination of group and on-on-one interviews, and an interview question guide shall be prepared.
  - e. The Human Resources Director or designee will draft the posting for the position. Human Resources shall post the vacant position internally for a minimum of five days, in accordance with the procedures outlined in the **Job Posting Policy**.

- f. The Human Resources Director or designee will post the position publicly after a minimum of five days internal posting, and will search the Applicant Tracking System for existing candidates who meet the basic requirements for the position..
- g. The Human Resources department shall screen the information submitted by applicants to determine which candidates possess the skills, knowledge and abilities required and preferred qualifications necessary, based on criteria from the Job Description, to achieve eligibility for an interview.
- h. The hiring supervisor shall review resumes and applications provided by the Human Resources department and select applicants to interview.
  - i. For those applicants not selected for an interview, the hiring supervisor shall indicate in the Applicant Tracking System the appropriate evaluation remarks.
- i. When a teaching vacancy occurs, the interview team will include two members of the academic faculty when possible. The interview shall be scheduled.
- j. The hiring supervisor shall conduct interviews according to the chosen interview format. The following shall be given to each candidate at the final interview:
  - i. Sample Work Agreement, if applicable for the position
  - ii. Sample Job Description(s)
- k. The candidate shall be informed that any offer of employment will be extended in writing by way of an offer letter or work agreement similar to the sample provided, if applicable, and that an employment decision will not be made concerning the candidate's eligibility for the position until all necessary paperwork is complete, a background investigation is complete, and the Board has authorized the Executive Director to offer a position to the candidate.
- l. All interviewer notes shall be given to the Human Resources department for storage according to School policy on storage of employment records.
- m. A finalist pool shall be assembled after evaluation of the background investigation results, application materials, and interview notes. The hiring supervisor shall select from this pool" the best candidate for the position, and shall request final approval from the Executive Director via the form (hard copy or online) established for that purpose. Once approved, the Director of Human Resources shall contact the candidate with a Letter of Intent, communicating the hiring manager's intention to recommend to the Board the employment of the candidate, as well as the proposed starting salary and start date. Upon candidate's acceptance of the letter of intent, the Human Resources department shall send to the candidate all necessary paperwork in a New Hire Packet, as well as the work agreement for the position, if applicable.

- n. Once Human Resources has received all applicable new hire documents, the Human Resources Director will notify the hiring supervisor that the candidate has been cleared to begin work. New employees may not report for the first day of employment until all necessary paperwork is completed with Human Resources.
- o. The official hire date for employment shall be determined by the Human Resources Director and is dependent upon the submittal of all required paperwork by the employee.
- p. A New Hire Activation Form will be completed to indicate all information needed for activation of the Employee in the Payroll, e-mail, and other appropriate electronic systems..
- q. As a condition of employment, each employee must be fingerprinted via the Live Scan process and have a current TB certificate on file. Additionally, site-based employees who will have contact with students are required to have a valid infant/child CPR certificate, and may be required to have a valid adult CPR and/or First Aid certification within two months of the beginning of employment.
- r. An Orientation for all new employees is required. Information to be covered and materials to be reviewed are listed in the Orientation Checklist, which will be included in the Personnel File.

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