

## **Recruiting and Selection Process for Certified Employees**

- STEP 1** Establish job description and certification and other pertinent criteria for position.
- A. Job specific skills (emphasis in science)
  - B. Experience
  - C. Identify traits/skills needed
  - D. Needs beyond classroom (coaching, activity sponsor)
- STEP 2** Advertise position (Superintendent).
- A. Extent of recruitment will be determined at the time of the vacancy (see list).
- STEP 3** Time lines for selection process will be mutually agreed upon.
- STEP 4** Screening of applications (Principals)
- A. As established in step 1 above
    - 1. Narrow candidates to 3 - 5 individuals based on criteria set in step 1.
    - 2. May involve superintendent if needed
  - B. Share credentials with interview team (if appropriate).
- STEP 5** Establish interview schedule.
- A. Notify candidates (Principal and Superintendent).
  - B. Notify Superintendent of interview schedule.
- STEP 6** Development of interview procedures, instruments, format and questions (Superintendent and Principal)
- A. Teachers may add to list.
- STEP 7** Interview preparation (Team)
- A. Complete before first candidate
  - B. Background check (Superintendent)
  - C. Suggestions:
    - 1. This isn't just a day to ask questions, it's the beginning of a commitment.
      - a. It is important that all involved approach the process with this frame of mind. It will help set the stage for the new person's first year, and it will reduce the effects of any politicking that may be present regarding "local" candidates.
      - b. Explain the administration's expectations for the team.
        - 1) Weekly team meetings (could be 3-30 minutes)
        - 2) Commitment to mentor new person
    - 2. Selection will be by consensus.
      - a. Any one member of the team can eliminate a candidate they feel they can't work with (importance of team).
    - 3. Explain interview format.
      - a. Principal establishes a relaxed atmosphere for the

- Candidate.
- b. Questions on the interview sheet will be asked in rotation around the table.
    - 1) Answers may trigger follow-up questions.
      - a) Interviewers should feel free to ask follow-up at that time - need not wait for their “turn”
  - c. Some answers will cover later questions. If the question has been answered previously, don't feel obligated to ask it again.
    - 1) At the same time, some questions are designed to see if the applicant's response will be consistent - do they really believe what they answered previously?

**NOTE: Importance of confidentiality:**

To be effective, all team members must feel free to express themselves completely to other team members. It will be a breach of ethics both to the candidate, the team, the school, the district and to the profession to discuss any of the things said by either the candidate or the team members with anyone else.

**STEP 8** Interview

**STEP 9** Finalists will interview with Superintendent after interview with Principal and Committee.

- A. Administer interview questions
- B. Post interview
  - 1. Tour of building (Optional, although we like to sell the district and this is also a good time for the principal to get a feeling for the candidate's interest and follow up on any items that may still be unclear to him/her).

**STEP 10** Principal and Superintendent will meet to discuss the candidate's strengths and weaknesses, and each will rank the candidate compared to the other candidates.

**STEP 11** Options to be explored in the event that the first choice may not accept the offer. The options may include:

- A. Readvertising the position
- B. Revisiting the pool of candidates
- C. Not filling the position at this time

**NOTE:** Should the third option be used, it would be suggested that if a committee is used during the process, that committee know the reasons for not filling the position and have agreed to the option chosen.