

Hiring Process

- In order for a vacancy to be posted internally, or on SchoolSpring.com, the Professional Postings form must be completed and sent to Human Resources
- Building administrators can print internal postings from the “Postings” folder on First Class. This internal posting is to be attached to the appointment paperwork
- Administration/Department/Interview Team receives applications and reviews them
- Applicants are selected for interviews
- Interview teams should select interview questions from the pool of options on the Teacher Interview Questions handout. In addition to selected questions, teams should also begin and end each interview with the following two questions: “We’ve all reviewed your resume. Please take a few minutes and bring your resume to life for us.” “Is there anything you want us to know about your candidacy that we haven’t discussed?”
- Interviews are scheduled
- Each individual from the interview team is to complete the interview rubric, and the chair of the interview team is to complete the Interview Scoring Matrix and Individuals Interviewed sheet. Once a candidate is hired by the superintendent, this paperwork is to be sent to Human Resources.
- Second interviews are scheduled, as appropriate
- CORI and Final Candidate Data Form are completed by finalists and sent to Central Office for processing with a notation regarding position applied for and building contact person (at time of final interview). The only building-based person authorized to check driver’s license against information on CORI paperwork is the building principal. The principal should sign the photocopy of the license. This job should not be delegated to anyone else. If the building principal is not available to complete this task, the candidate(s) should be sent to Central Office and Human Resources will do it. (The sooner principals bring the CORI paperwork to Central Office OR the sooner the candidate(s) come to Central Office to complete the CORI paperwork with Human Resources, the sooner Central Office can send the CORI request for processing. Due to the time lapse that sometimes occurs between the request for a CORI check and its return report, it is critical that this completed form be sent to Human Resources as soon as possible.
- Reference checks are done on selected candidate(s) and must be included with final recommendation for hiring paperwork.
- Candidate is selected / recommended for position

Hiring Process Continued

- Purple Form is sent to Central Office within 24 hours, to include:
 - Application / Resume / Transcripts (need official for file) / Certification(s)
 - Reference Check paperwork (minimum of two reference checks; if candidate is coming from another school, one of the two reference checks **must** be the building principal)
 - Posting
 - CORI notation indicates when it was sent to Central Office.
 - Reminder: Superintendent is the only person to quote salaries.
- Once CORI status report is received by Central Office, Human Resources calls candidate to schedule a meeting with the Superintendent or Assistant Superintendent and Human Resources – notify candidate of meeting date / time; tell candidate to reserve one hour for this meeting
 - Superintendent or Assistant Superintendent meets with candidate
 - Superintendent sets salary and acceptable start date (No one other than the Superintendent should quote salaries)
 - Reminder: NO teacher is to start work until he/she meets either the Superintendent or Assistant Superintendent. Also, no employee (IA, teacher’s assistant, custodian, or volunteer, etc) is to begin work, or begin volunteering, until after the school receives a signed personnel form by fax or pdf or in the interoffice mail
 - Human Resources meets with candidate to review benefits, new hire packet, etc. HR collects Emergency Contact information
 - Human Resources informs candidate about new teacher orientation
- Following the meeting, Human Resources contacts principal, or person completing the “purple” form to confirm hire and acceptable start date.
- Human Resources sends letter of hire, or contingency letter, within one week of hire (assuming all required paperwork is submitted to Central Office)
- Human Resources contacts the Technology department regarding; FirstClass, PowerSchool, etc. within one week of hire.