



September 2007

STAFF SELECTION PROCEDURES

II-A

It is the role of the Human Resources Division to ensure the selection of superior applicants for vacant positions. Human Resources staff will accomplish this by establishing professional and effective staffing procedures, by informing supervisors and selection teams about staffing procedures, by advising and assisting supervisors and applicants to successfully complete staffing processes, and by monitoring and reviewing processes for quality, fairness, equity, and legality.

These procedures apply to hiring in *all* employee groups. Some groups and/or openings will require that some of the steps be given far more attention than others. The appropriate Human Resources Director will gladly and promptly assist.

The box at the left of the selected steps below serve both as a reminder to the hiring supervisor/administrator that s/he is responsible for these and as a convenient check-off list.

- I. REQUEST TO FILL VACANCY**
 - A. By supervisor/hiring administrator
 - B. Via HRTF

- II. DEVELOPMENT OF SELECTION CRITERIA (JOB ANALYSIS)**
 - A. By the supervisor of the employee to be hired with Human Resources Director (and the job incumbent, if appropriate)
 - B. Review of existing job description
 - C. Definition of tasks required and behaviors desired of superior applicants

- III. CLASSIFICATION OF THE POSITION (if necessary)**
 - A. By Human Resources Director (procedures vary by employee group)
 - B. Includes:
 - 1. Employee group
 - 2. Level
 - 3. Regular or temporary (includes continuing and non-continuing contracts)

- IV. ANNOUNCEMENT OF JOB OPENING**
 - A. By Human Resources Director
 - B. Prepared from selection criteria
 - C. Posting, mailing, advertising, and other recruiting activities as determined by the hiring administrator and Human Resources Director

- V. APPLICATION SCREENING**
 - A. By supervisor (and screening team), with Human Resources assistance
 - B. On basis of selection criteria
 - C. Include documentation of all ratings of applicants per selection criteria

- VI. REVIEW OF APPLICANTS TO BE INTERVIEWED FOR DIVERSITY**

- VII. NOTIFICATION OF APPLICANTS**
 - A. Supervisor establishes interview schedule and calls interviewees
 - B. Human Resources notifies unsuccessful applicants

- VIII. INTERVIEWING**
 - A. By supervisor (and selection team) with Human Resources assistance
 - B. Interview questions developed upon basis of selection criteria in consultation with Human Resources Director
 - C. Identify finalist(s)

IX. REFERENCE CHECKING

- A. By supervisor and selection team (includes site visits where applicable)
- B. Per guidelines provided by Human Resources in the Personnel Procedures Manual

X. FINAL SELECTION

- A. By supervisor and selection team
- B. Review hiring decision in relationship to building staff diversity goals
- C. Identify superior applicant
- D. Consultation with Human Resources Director, if desired or there have been any exceptions to the selection procedures check list
- E. Job offer
 - 1. Obtain assurance that selectee is not under contract to another employer (for the time to be hired)
 - 2. Time line for response conveyed to chosen candidate
 - 3. Inform selectee:
 - (a) of need to report immediately to the Human Resources receptionist with picture identification (driver's license or passport) and social security card for completion of I-9, W-4, disclosure form, fingerprinting;
 - (b) that employment is contingent upon acceptable outcome from the background check and verification of requisite certification/licensing;
 - (c) that certificated persons must submit to Human Resources current records of original transcripts, certification, and previous employment in other districts (forms are available in Human Resources); and
 - (d) that applicable contracts are issued as soon as they can be processed after receipt of all requisite information.
 - 4. Ask: "Are you able to perform this job with or without 'reasonable accommodation'?" (*If accommodation is required, contact the appropriate Human Resources Director immediately.*)
 - 5. All questions of salary placement, benefits, contract status, etc. to be referred to Human Resources
- F. Notification of Unsuccessful Interviewees
 - 1. By supervisor
 - 2. By telephone or mail
- G. Completed job file returned to Human Resources
 - 1. Signed interview sheet
 - 2. Copy of any written rating criteria/scales used
 - 3. Copy of interview questions used
 - 4. All written reference check data
 - 5. All interviewers' notes
 - 6. Hiring Administrator Checklist

XI. CLEARANCE TO COMMENCE WORKING

- A. Completion of original HRTF
- B. Setting up of new employee
 - 1. New Employee Checklist (*must be completed prior to first work day*)
 - 2. Completion of I-9, fingerprinting, EEO inquiry, etc.
 - 3. Informing of salary, work year, etc., by contract or letter
 - 4. Safety/HIV and New Employee Orientation
- C. By Human Resources Director

Employee Group Responsibilities:

Debby Carter (7012)	Administrators (<i>Managers, Principals, Superintendent's Staff</i>) and Prof-Tech Employees
Tam Osborne (7029)	Nonsupervisory Certificated (EEA)
Cathy Birdsong (7022)	Classified

EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

HIRING ADMINISTRATOR CHECKLIST FOR CERTIFICATED STAFF

It is the hiring administrator's responsibility to follow the Staff Selection Procedures as outlined in Section II-A of the Personnel Procedures Manual.

Check box when completed. This checklist *must* be completed and returned with the Interview Sheet as part of the hiring packet.

- 1. Submit HRTF to Human Resources to open position.
- 2. Select applicants for interview from the "job closing" list received from Human Resources. All applicants on this list are considered qualified for interview and all must be considered for interview.
 - A minimum of two substitutes should be interviewed if they are: on your list of qualified candidates, meet or exceed the qualifications of those applicants selected for interview, and have had fewer than two interviews.
 - Consider applicants for diversity.
- 3. Schedule and conduct interviews.
- 4. Identify finalist and check references (at least 2) per guidelines in the Personnel Procedures Manual, Section II-C.
- 5. Verify that the finalist has a valid and appropriate certificate and is **Highly Qualified** using criteria listed on the back of this form. Attach documentation to support your Highly Qualified determination. ***Applicant is Highly Qualified based on the following criteria:*** _____
- 6. Offer position to successful candidate, and upon acceptance of the offer, inform new employee of need to **report immediately to the Human Resources receptionist with social security card and valid picture identification (i.e. driver's license), and that work cannot begin until s/he has presented to hiring administrator the yellow copy of the New Employee Check List (HR-151), signed by Human Resources.**
- 7. Determine if new employee needs reasonable accommodation to perform job. (If yes, let Human Resources know immediately.)
- 8. Notify unsuccessful interviewees.
- 9. Return completed hiring packet to Human Resources, including:
 - Signed interview sheet
 - Copy of interview questions used including performance based question
 - All written reference check data
 - All interviewers' notes (*Interviewers are to take notes on applicants' responses.*)
 - This (completed) checklist (with supporting Highly Qualified documentation if applicable)

Applicant Name: _____ **Job #** _____

Administrator Name: _____ **Date** _____