Classified Staff Selection Process

Recruiting Objectives

- Provides a safe learning environment for children.
- Ensures most qualified person for the position is hired.
- Uses fair and objective standards for selection.
- Provides documentation of Equal Employment Opportunity.
- Ensures salary placement standards are consistently applied.

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Hiring Steps

STEP	TASK
STEP 1 APPLICANT POOL	• Search Unified Talent applicant tracking software system by the job posting number using the Application Manager. All applicants who apply for the job posting number are to be considered for the position.
STEP 2 REVIEW APPLICANTS	• Review the applications pre-screened by Human Relations. • Identify the qualified applicants to be interviewed. (A minimum of three candidates should be interviewed, unless the applicant pool is less than three).

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Hiring Steps

STEP	TASK
STEP 3 INTERVIEW	• Standard interviewing questions are to be used for the interview. If questions are not available, you may create questions, but you must ask each interviewee the same questions and document all responses. • Use the Interview tab in the Unified Talent applicant tracking software system to self-schedule interviews or document interview dates/times.
STEP 4 RECOMMEND TO HIRE	• Once you have a top candidate, submit the recommend to hire in the Unified Talent applicant tracking software system.

Hiring Steps

STEP	TASK
STEP 5 REFERENCE CHECKS	• Conduct reference checks • Use the Reference tab in the Unified Talent applicant tracking software system to send/enter references • The references must be rated by the hiring Administrator/Manager
STEP 6 FINAL CANDIDATE	• Inform candidate they are going to be recommended for consideration and reviewed by the Human Relations Department

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Hiring Steps

STEP	TASK
STEP 7 SUBMIT DOCUMENTS TO HR	• Submit the Interview and Selection Summary and any other recruiting documents to HR. The EPAR will be processed by HR.
STEP 8 TEST APPLICANTS	• HR will coordinate any applicable administrative/clerical testing.
STEP 9 HR PROCESSING BEGINS	• Once ALL documentation is received and filled out correctly, HR begins salary placement review, background check and communication with applicant.

➔ **Individuals (including coaches) are NOT allowed to begin employment until HR communicates the person is cleared to start**

Helpful Interview Tips

Interview Questions: What to Ask Instead

Inappropriate: Do you have any medical conditions that may interfere with your work?
What to ask instead: Can you perform the essential functions of this position?

Inappropriate: Do you have any child care issues that may interfere with your work hours?
Inappropriate: Do you observe any religious holidays?
What to ask instead: The position hours are M-F from 8-5. Are you able to work the hours of the position?

Inappropriate: In what clubs or extracurricular activities did you participate while in school?
What to ask instead: While in school, did you participate in any clubs or extracurricular activities that relate to the job for which you are applying?

Inappropriate: When do you plan on retiring?
What to ask instead: What are your long term career goals?

Avoid questions that are personal in nature. Stick to questions that are work and experience related. If you need assistance developing questions, please contact Human Relations.

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Reference Checks

Contacting Prior Employers

ARS § 15-512(F) states *"Before employment with the school district, the district shall make documented, good faith efforts to contact <u>previous employers</u> of a person to obtain information and recommends which may be relevant to a person's fitness for employment…."*

ARS § 15-512(J) provides, in part, that *"…A school district that relies on information obtained pursuant to this section in making employment decisions is immune from civil liability for the use of the information unless the information obtained is false and the school district knows the information is false or acts with reckless disregard of the information's truth or falsity."*

Reference Checks

Hiring Administrator/Manager Conducts Reference Checks with Prior Employers

Reference checks with prior employers must be completed as required by Arizona law.

The law requires that the District make reasonable efforts to contact prior employers.

Reference checks <u>must</u> include references from <u>ALL</u> employers within the past five (5) years and <u>ALL</u> educational institutions where the applicant has been employed. If needed, contact references more than five (5) years ago.

Record every effort to contact former employers including date, time, company, and person called.

Record references from the immediate supervisor and if the response is that the company will provide no information, record that information. (A verification of employment through the Human Resources office can be completed when prior supervisor references cannot be completed.)

Always inquire as to whether the applicant is eligible for rehire which is a question on the reference check form.

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Reference Checks

Still have questions about your candidate? Consider the appropriate avenues of investigation under the following circumstances:

You cannot get a private company to return your telephone call regarding a reference.
Make notations in the file of the date and time of every call to this employer indicating no response.

The private company listed is no longer in business.
Make a notation in the file that the company is no longer in business and note the date, time and how you obtained this information.

The applicant has listed non-supervisor references.
Contact the applicant and ask for supervisor references and if supervisor references are not available due to circumstances in which the applicant hasn't worked for ten (10) or more years or this is their first job then contact the references provided.

The school district you called has not returned your call for three days.
Contact the applicant and ask for an alternate number or email address of their previous supervisor.

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Reference Checks

You would like the applicant to work in a sixth grade class that you know includes children with behavioral problems.
Ask the prior supervisor how the applicant would adjust to such a classroom and document the response.

When you compare the application employment history to the resume' you notice that the candidate has not included one of the positions recently held.
Call the employer not listed on the employment application and speak directly with former supervisor if possible. Document the information.

You call the HR office of a school district but they can give you no information other than they see nothing negative in the applicant's file.
Call either the HR Manager or the Assistant Superintendent of HR to ask for their assistance in contacting the school district, particularly if it is an Arizona district.

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Reference Checks

You notice that the applicant has listed another teacher as his/her supervisor at an elementary school.
Call the school and ask to speak with the principal.

The applicant has checked "yes" in response to the question asking whether they have ever been terminated or asked to resign from a job.
Discuss the situation with the applicant and call the prior employer and ask for the name of the applicant's supervisor. Speak with that person and document the response.

The applicant indicates on their employment experience that he/she left a job for "personal reasons" or "personality conflict."
Discuss the situation with the applicant and call the prior employer and ask for the name of the applicant's supervisor. Speak with that supervisor.

Interview and Selection Summary Form