

# Jefferson County Education Service District

Code: **GBA-AR (1)**  
Adopted: 5/07/08

## Hiring

Board policy provides the expectation that “Equal employment and treatment shall be practiced by the district...” To assure compliance with the intent of Board policy, the district shall implement the following procedure in the hiring of new employees:

### Opening a Posting

1. Initiate the hiring process on the request of ESD management staff with the approval of the superintendent.
2. Personnel office staff will assign a tracking number to each personnel request form for use in the hiring process and will maintain a register of all hiring processes.
3. ESD supervisor will review the job description for the requested position and forward suggested changes with the personnel request form.
4. ESD supervisor will draft a job description for any new ESD position.
5. The superintendent shall review any proposed new positions and those with substantial revisions and make a recommendation regarding salary classification to the Board prior to the posting of the vacancy announcement.
6. The vacancy shall be posted as appropriate.

### Processing Applications

1. Applications will be collected in the personnel office; a listing of the applicants with addresses will be maintained for use in corresponding with the applicants and controlling the application documents.
2. The supervisor requesting the position is responsible for naming the selection team(s), one for doing the screening of the applications and one for interviewing.
3. The supervisor will meet with the screening team, as needed, to review with them a system for rating applicants, factors to consider in the applications and to cover any procedural issues.
4. The screening team will:
  - a. Review the applications; and
  - b. Recommend to the supervisor those persons to be interviewed.

5. The supervisor will meet with the interview team, as needed, to review with them appropriate interview practices, confidentiality, system for rating applicants, review of the interview questions and to cover any procedural issues.
6. Pre-qualification testing of applicants, as requested by the supervisor, will be scheduled by the office staff.
7. The interview team will:
  - a. Develop the interview questions;
  - b. Interview the candidates; and
  - c. Recommend to the supervisor those candidates best meeting the requirements of the position.
8. Interviews will be scheduled by the office staff at times established with the interview team, unless otherwise arranged with the supervisor.
9. Interview team notes and recommendations will be forwarded to the deputy clerk for retention when the interviews are completed.
10. The supervisor or designee will review the recommendation of the interview team, check the references of the recommended candidates, complete any other background checking that is needed and then make a recommendation to the superintendent using the personnel request form, forwarding all the application materials to the superintendent.

### **Completing the Process**

1. The supervisor or designee will contact the selected candidate and make the offer of employment based on any conditions which may apply, e.g., criminal history, fingerprinting, physical examination, drug testing, etc.
2. In the event that an applicant is disqualified, the supervisor or designee will notify the applicant verbally and in writing.
3. Office staff will confirm the offer of employment in writing to the successful candidate following the candidate's meeting of the conditions of employment.
4. The office staff will:
  - a. Notify candidates in writing who are not selected for interview the outcome of the process;
  - b. Notify in writing each of the interviewed candidates the outcome of the interview as soon after the interview as is practical, but not until the position has been accepted by the recommended applicant.
5. Application materials will be maintained in the personnel office as required by the state archivist's administrative rules.
6. Office staff will establish the personnel file for the new employee.

7. Office staff will add the new employee to the Board report for the next regular meeting of the Board.

### **Personnel Request Form Directions**

1. Fill in the job title as it appears on the job description.
2. Date that the request is initiated.
3. Department is the area requesting the new employee.
4. Division in which the department is located.
5. Name of the contact person in the division.
6. Complete this section if this is a replacement for some prior ESD employee. List the name of the former employee. Check the job description status and attach copy if changed or new.
7. Use this box if this is a new or additional position. Briefly describe the rationale. Check the job description status and attach copy.
8. This section is for the division director to indicate approval of the process being initiated.
9. This section is for the superintendent to indicate approval of the process being initiated.  
 The posting number is assigned sequentially by personnel office staff.
10. List the name of the preferred candidate.
11. Recommend a salary schedule placement if special conditions exist.
12. Insert the account number(s) for the new employee.
13. Insert the desired start date for the new employee.
14. Specify the assignment if multiple locations exist, such as for educational assistants, list the classroom.
15. Signatures in these boxes indicate that all procedural steps have been followed and the person is being recommended on to the next step in the process.
16. Signatures in these boxes indicate that all procedural steps have been followed and the person is being recommended on to the next step in the process.
17. Personnel office staff will complete this section indicating when the recommendation was sent to the Board for action or review.

## **Position Tracking Register Instructions**

1. Mark the date the job opened, indicated on the personnel request form.
2. Mark in the position title and any notes that may be helpful, e.g., the former employee's name.
3. Under "Outcome" list the name of the employee hired, or that the position was closed for lack of applicants, etc.
4. If a position is reopened, give it a new tracking number.
5. Use the date that the Board approved, or was given notice, of the position, or the date the decision was made to abandon the filling of the position.