

# HR Guidelines

## Discovery Process

- Determine the possible staff needs of the corporation.
- How can partnerships with other schools fulfill this need?
- Are their fiscal means to add this position or other positions?
- Receive permission to add this position from the Superintendent.

## Posting Process

- Send a posting request to the Executive Secretary. (Posting Form)
  - Position is posted on Applitrack and the school web site by the Central Office.
  - Teaching and Administrative should be posted on the following by Central Office:
    - DOE
    - College Web Sites
    - Administration positions on the IASP, IAPSS, and School Board site

## Recruiting Process

- Call specific universities known for good applicants.
- Call professors to see if there are existing teachers looking to move.
- Ask about strong candidates to reflect diversity.
- Attend college fairs to look for the best and brightest.
- Make recruiting calls to existing teachers known for their effectiveness who work in other corporations.

- Make sure postings are done in Publication posting: [Schoolhouse News](#)

### **Review Process**

- Review AppliTrack for teachers who have scored >60 SC/<10 TC on the online survey.
- If the pool of applicants is shallow, you may look at candidates outside this range with the superintendent's permission.
- Rank the applicants with the best scores, references, and application.
- Starting with the best, start calling/emailing references. Use supplied reference form.
- Keep accurate notes on the references you called and what they said about the applicant.
- Before a candidate is interviewed, make sure that all paperwork is complete and verify expanded criminal history has been filed with Central Office.
- Select applicants for the A51 Interview. The A51 Interview should be done by you or you and another administrator.

### **Interview Process**

- Hold the interviews by phone, Skype, or in person. Record the interviews.
- Use the structured interview questions A-51.
- Before ending the interview, ask for permission to call superior for reference if not listed in references.
- Re-rank the applicants.
- Now call references who aren't on the list, but people who would know their abilities.
- Select the candidate(s) to take to a committee using the results of the A-51 and the reference calls.
- Do not take anyone to the committee you would not hire.**

You may not take anyone to a committee until all paper work is filed and reference calls have been made.

Paperwork includes:

Completed Application

Expanded Background Check

Valid Indiana License

Transcripts

Technology test

### **Committee Interview Process**

Put together a building interview team.

Ask the type of traits we need to look for / Likert Scale.

Don't put anyone on the interview team who can't be confidential or who knows one of the candidates (if possible), and have team members sign the confidentiality form.

Ask the interview team to submit questions they would like to ask.

Get the questions and add your own. Any question used must be asked of all applicants.

Create a list of questions and a script for each person asking questions.

Remind the committee that you are seeking valuable input from them, but you will be the one who makes the final decision to recommend a candidate.

Lead the interview and make sure questions aren't asked that are not on the script.

Once the interviews are over, get input on each candidate from the committee members and thank them for serving on the committee.

### **Recommendation Process**

Once you get input from the interview team, review the applicant's materials, and make an offer for the job to the best candidate. Explain that the job isn't official until the Board acts on the recommendation.

- Make the candidate aware that a required five-day induction process will be held in early August.
- Once the candidate has accepted, send an email recommendation to the superintendent and executive secretary giving a brief summary of the candidate's personal and professional information.
- Send a blue sheet to the Assistant Executive Secretary to verify that everything is complete.
- Once the determination that all paperwork is complete, the Assistant Executive Secretary will send the blue sheet to the Executive Secretary to put on the Board Agenda.
- The Board meets the first Tuesday of every month with the exception of January and July when it's the second Tuesday of the month. The blue sheet needs to be in to the central office 10 days before the board meeting. It is recommended to invite the candidate to attend the board meeting.