

DESCRIPTOR TERM: Personnel and Employment	Millard District Policy File Code: 4010 Approved: 07-11-24
--	---

HIRING PROCEDURES

The mission of the Millard School District is to create outstanding schools empowering students to discover and fulfill their potential.

The Board recognizes the critical importance of recruiting, selecting, and retaining highly qualified administrators, educators, and staff to achieve this goal.

Additionally, the district is committed to fair and equitable hiring practices that meet both legal and ethical standards.

To this end the following selection process will be followed.

A. Application Process

1. When an opening occurs for a position in the Millard School District, the responsible administrative officer will coordinate with the superintendent/district office and assure that there is an approved job description, budget, and that all applicable guidelines and policies are being followed.
2. The district office will advertise and/or post the position opening until the determined closing date. Certificated positions will be advertised for a standard two-week period; reposting (when necessary) will be for one additional week.
3. Applicants for certificated positions must have a teaching/administrative license and the proper endorsements for the position listed. Un-credentialed applications will not be accepted during the initial posting. At district discretion, the position may be reposted, expanded to include provisional educators with the description expanded to include un-credentialed applicants who hold a bachelor's degree in a related subject area; These applicants must be willing to obtain the necessary license and credentials at their own expense.
4. The district office will collect applications, resumes, and related materials of all interested applicants. All applicants must apply through the district office unless otherwise noted. Applicants who do not follow the proper application procedure will not be considered. The district office will screen all applications and eliminate those that lack required experience or credentials.

B. Required Employment Reference Check

1. For purposes of this section:
 - a. “Physical abuse” and “Sexual abuse” have the same meanings as defined in Utah Code § 80-1-102.
 - b. “Child” means an individual younger than 18 years of age.
 - c. “Qualifying position” means paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.
 - d. “Unsupervised volunteer assignment” means a volunteer assignment that allows the volunteer significant unsupervised access to a student.
 - e. “Potential volunteer” means an individual who has (1) volunteered for (but has not been given) an unsupervised volunteer assignment and (2) has worked in a qualifying position within the prior three years.
2. Before hiring any employee or considering a prospective volunteer for an unsupervised volunteer assignment, the District shall require the applicant to identify any qualifying position employers (at any time) and shall require the potential volunteer to identify any qualifying position employers within the past three years.
3. The District shall require the applicant or potential volunteer to sign a release authorizing qualifying position employers to disclose information regarding any employment action taken or discipline imposed for physical abuse or sexual abuse of a child or of a student. The District shall then request information on such employment actions or discipline from the most recent qualifying position employer of the applicant or prospective volunteer. If the applicant or prospective volunteer does not sign the required release, the District shall not hire the applicant or give the prospective volunteer an unsupervised volunteer assignment.

C. Background Checks

Background checks are required by state law ([53A-3-410](#)) and district policy. Background checks will be obtained prior to working with students in the Millard School District. The procedures associated with a background check are referenced in Millard School District Policy 4030.

D. Selection Process

1. The administrative officer/principal will review the applications from the district office and determine which candidates should be interviewed. He/she will fill out the Interview Information Sheet and determine questions to be asked in the interview.
2. After interview selections, the administrative officer/principal will submit a list of non-interviewed candidates to the district office. Non-interview letters will be sent by the district office to those candidates not selected for an interview.
3. After consulting with the district office, the administrative officer/principal will form, provide materials to, and train a committee that will interview selected candidates.
4. The number of committee members may vary depending on the scope of the position;
 - a. It should be large enough to provide a varied and balanced perspective of the candidates.
 - b. Normally it will include representatives from administration and relevant department heads. If applicable, it may also include representation from the classified organization, the professional organization, parent organizations, affected community groups, and school community councils. The majority of the committee should be employees of the district.
 - c. The number of committee members should not be so large as to make the committee unwieldy. Though higher profile positions may demand a larger committee, care must be taken to not have an overly large group. Usually three to seven members will be adequate.
5. The committee will interview selected candidates according to provided guidelines. Particular attention needs to be paid to American with Disabilities Act (ADA), Equal Employment Opportunity (EEO) guidelines, and relevant district policies
6. Members of the committee will document their individual rankings of each candidate and will turn these into the administrative officer/principal. The administrative officer/principal will then tally and summarize the scoring.
7. The administrative officer/principal has the final responsibility to make a recommendation to the school board. All relevant information garnered in the application process is to be used in a fair and equitable manner in making the recommendation. This will include not only the scores from interview, but also background checks, application verification calls, and

the relative strength of the candidate's resume, education, and experience.

8. The role of the committee is to assist the administrative officer/principal in the process, not make a recommendation. The committee needs to understand their role and the importance of confidentiality, and that no decision can be made without the Board of Education's final approval.

E. Offering Employment

1. No offer of a contract or employment will be made by the administrative officer, principal, or superintendent without the approval of the Board of Education.
2. The administrative officer/principal will submit a written letter of recommendation to the superintendent. A separate letter of recommendation will need to be written for each successful candidate. All supportive documentation, including Interview Information Sheet, Interview Process Check Sheet, Reference Verification, and Final Interview Ranking Forms will be attached to the recommendation letter.
3. All supportive material including the names of all applicants will be available to the board when it meets to approve the recommendation.
4. If the board does not find the recommendation acceptable or has unresolved questions about the recommended candidate, the board may, at its discretion, request the administrative officer/principal come to the board to provide additional information, or the board may send the recommendation back to the administrative officer/principal to come up with another recommendation or provide further justification for its initial recommendation.
5. The administrative officer/principal will be notified by the district office when a candidate has been approved for hire by the Board of Education.
6. It is the responsibility of the administrative officer/principal to call the successful candidate and receive verbal acceptance of the position. After which, the administrative officer/principal will call and notify all interviewed candidates that another candidate was offered the position.
7. The administrative officer/principal will fill out the Notification Given to Interviewee form for each interviewed candidate and submit them to the superintendent.

Interview Information Sheet

Position _____ **Closing Date** _____

Please indicate on this sheet which candidates you wish to interview. This sheet should be used to schedule appointments.

Interview Candidates:

Interview Questions: To be submitted by Chair.

Interview Process: Interviews to be scheduled by Chair.

Day and Date of Interviews: _____

Location of Interviews: _____

Interviews to begin at _____ and to be scheduled every _____ minutes.

Schedule:

Notification to non-selected applicants to be completed by Chair.

Interview Process Check Sheet

(To be completed and submitted to the district Personnel Office.)

Vacancy Title _____ **Vacancy Location** _____

Chairperson Name and Title _____

	When completed	
	Initials	Date
1. Notify the Personnel Office of opening.		
2. Paper screen candidate applications. (Supervisors may not hire relatives. Any candidate who contacts you directly must be referred to the Personnel Office to participate in the hiring process.)		
3. Check transfer requests -- all in-district applicants must be granted an interview.		
4. Arrange interview times with selected candidates (complete interview information sheet).		
5. Instruct committee members on proper protocol and distribute the <u>Selection Process and Vacancy Packet for Screening Committee</u> .		
6. Submit interview questions to the Personnel Office for review.		
7. Screening committee will interview candidates, using same questions and interview process on each candidate.		
8. Notify the Personnel Office of selection recommendation so candidate may be contacted and acceptance verified before other candidates are contacted.		
9. Submit interview questions, rankings, and required forms to the Personnel Office with employment recommendation.		
10. After recommendation has been approved by the Personnel Office, notify all other applicants.		
11. Comments		

Reference Verification

Candidate's Name _____ **Position Applied for** _____

Person Contacted _____ **Title and Firm/District** _____

Verify:

Employed from _____ **to** _____

Position Held _____

Could you comment on his/her qualifications for (above position)?

What creative or innovative things has he/she done as a teacher (principal, supervisor, etc.)?

How well does he/she get along with others (supervisors, students, staff)?

How well does he/she contribute to staff planning?

What do you think of his/her communication skills? Intellectual ability?

How would you rank him/her in comparison with his/her peers?

How would you assess his/her strong points? Weak points?

Would you rehire?

Signature _____

Date _____

Question/Ranking Form

Any question that cannot be strictly justified as job related and consistent with business necessity, cannot be proven to be a valid predictor of job success, or which might screen out disproportionate numbers of protected group applicants should not be included as part of any pre-employment inquiry.

Questions/Responses

<p>4 = excellent 3 = very good 2 = satisfactory 1 = fair 0 = unsatisfactory</p>

Questions/Responses							
1. Question:							
2. Question:							
3. Question:							
4. Question:							
5. Question:							

Questions/Responses

<p>4 = excellent 3 = very good 2 = satisfactory 1 = fair 0 = unsatisfactory</p>

1. Question:								
2. Question:								
3. Question:								
4. Question:								
5. Question:								
TOTALS								

(Only used in the event of ranking tie.)

Do you wish to give additional comments that might increase our knowledge of your interests or capabilities? Do you have any questions to ask us? _____

Notification Given To Interviewee

Person Interviewed: _____

This person has hereby been notified on _____ at _____ for the
DATE TIME
_____ position at _____.
POSITION SCHOOL

- Accepted the position
- Declined to accept the position
- Notified that another candidate was offered the position

Signed this date: _____

By: _____