

<b>DESCRIPTOR TERM:</b>  <b>Personnel and Employment</b>	<b>Millard District Policy</b> <b>File Code: 4010</b>  <b>Approved: 11-13-19</b>
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## **HIRING PROCEDURES**

The mission of the Millard School District is to provide students with the opportunity to develop into motivated, enlightened, responsible, and capable citizen-scholars.

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.

### **Selection 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.
5. 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. As part of the background check, the following is required:

- a. Before hiring an applicant or giving an unsupervised volunteer assignments to a potential volunteer, the district shall:
    - i. require the applicant or potential volunteer to sign a release authorizing the applicant or potential volunteer's previous qualifying position employers to disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the applicant or potential volunteer;
    - ii. request that the applicant or volunteer's most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the applicant; and
    - iii. document the efforts taken in making the requests.
  - b. A district may not hire an applicant who does not sign the release described in 5(a)(i) above.
  - c. A district may not give an unsupervised volunteer assignment to a potential volunteer who does not sign the release described in 5(a)(i) above.
  - d. The district shall use its best efforts to request and obtain the information outlined herein before hiring an applicant, or giving an unsupervised volunteer assignment to a potential volunteer.
  - e. In accordance with state and federal law, the district may request from the applicant or potential volunteer other information the district determines is relevant.  
[Utah Code Annotated § 53A-15-1511 \(2016\)](#)
6. 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.
  7. 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.

8. After consulting with the district office, the administrative officer/principal will form, provide materials to, and train a committee that will interview selected candidates.
9. 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.
10. 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.
11. 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.
12. 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 candidates resume, education, and experience.
13. 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.
14. 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.

15. 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.
16. All supportive material including the names of all applicants will be available to the board when it meets to approve the recommendation.
17. 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.
18. The administrative officer/principal will be notified by the district office when a candidate has been approved for hire by the Board of Education.
19. 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.
20. 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.

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**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>
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1. Question:								
2. Question:								
3. Question:								
4. Question:								
5. Question:								



**Questions/Responses**

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6. Question:									
7. Question:									
8. Question:									
9. Question:									
10. Question:									
<b>TOTALS</b>									

**(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: \_\_\_\_\_