

Site Based Staff Selection Process

Determine number of actual vacancies.

Information re: internal moves prior to posting positions; seniority issues, etc.

One of the two options for selection of staff is to be determined by the Team prior to interview process for positions, but after the application process has been completed.

All pertinent information regarding the Staff Selection Team membership, the timelines, types of questioning, etc., to be clearly identified and known by all team members prior to the start of the process.

Selection Process -- Option One

Principal and Interview Team – Human Resources asked to assign the most senior person without an interview.

(7/1/05 – 6/30/07: Memorandum of Understanding)

End of Process.

Human Resources will contact this person to determine if they will accept the position. If not, the next most senior person on the list will be contacted.

Selection Process -- Option Two

Case 1:

When a position has ten applicants or fewer –
All applicants must be interviewed.

(7/1/05 – 6/30/07: Memorandum of Understanding)

Case 2:

When there are more than 10 applicants –

A) The Staff Selection Team must interview the top 25% of the most senior applicants along with 25% of the applicants who are displaced and are selected at random by Human Resources (reduced by any who are already included in senior applicant pool to be interviewed). If this Case is selected, then only the names of the top 25% most senior and 25% of the displaced persons (as specified in the language) will be submitted to the school for interviewing purposes.

Selection Process -- Option Two *(continued)*

B) As an alternative, the Staff Selection Team always has the choice to opt out of the process and select the most senior applicant.
(7/1/05 – 6/30/07: Memorandum of Understanding)

Case 3:

If a School Team wishes to interview more than the specified number in Case 2, then all applicants must be interviewed.
(7/1/05 – 6/30/07: Memorandum of Understanding)

Case 4:

If a School Team does not select a candidate after completing Case 2, then all of the remaining applicants must be interviewed. (The remainder of the names would then be given to the school.) Attach checklist to the form that is to be returned in to Human Resources with the first, second, and third choice candidates.

End of Process.

Human Resources will contact the individuals in the order chosen.
The applicants will be contacted in the order in which they were selected. After confirmation, the principal will also be contacted.

5/5/08