Hiring Procedures and Forms

Hiring good, strong teachers and support staff is probably one of the most important things we can do to improve teaching and learning. It is the intention of these procedures and forms to streamline the process, to ensure top quality hires, efficiency, and effectiveness. The following procedures are to be followed for all hiring, and will be reviewed, discussed, and modified as needed and as appropriate.

- **Advertise** as soon as you know you have an open position. Be sure that you are checking the Master Agreement for any procedures or requirements and that you are following them. Be sure that you are communicating with Terry Mazza to ensure the correct information is posted for the position(s) (to include contact information, posting dates, etc.). In some instances, it may be appropriate to advertise “anticipated openings.” Anticipated openings need to be communicated to the Superintendent prior to the posting.

- Put together a **Search Committee** for each position. It is important that the search committee members understand their role is one of screening and advising. They are not the final decision makers. Final decisions are made by the Superintendent and the Board. Also, please stress with the search committee that all information gleaned during the search process is confidential and that finalists’ name(s) can not be made public until Board approval is given.

- Establish clear **criteria** for the selection process. The committee needs to agree on a set of expectations/standards for the new hire as well as a ranking system to be applied unilaterally through the process. For professional positions, it is recommended that the committee consult the 4 domains of the components of professional practice from the Milton Town School District Faculty Supervision and Evaluation Plan. Furthermore, interview questions need to be established by the committee and the same questions asked of each candidate. A blank copy of the interview questions needs to be included with the New Hire Authorization Form. The Search Committee Chairperson needs to collect the ranking rubric and turn it into the District Office with the completed New Hire Authorization form.

- Determine the **application review process**. Will you, as the Principal, preview all applications and bring only select candidates to the search committee for consideration? Or, will you and the committee review the pile of applications and decide who to interview. There is no set number of candidates to be interviewed. This is up to the committee. The committee’s expectations/standards should be applied to the interview pool. When will reference checking happen? With all candidates be interviewed? With just the finalist(s)? Who will be checking references? Please use the Reference Check List Questions and turn in the completed form to the District Office along with the New Hire Authorization Form.
Once you have established your criteria, questions, and the candidates to be interviewed, establish your **interview timeline**. Determine your interview dates, times, and location. Terry Mazza can contact candidates and set up the interviews through schoolspring.com if asked. Please inform Terry if there are any specific instructions to be communicated to the candidates, for example: Please bring a sample lesson plan to the interview; Please bring a copy of your professional portfolio, etc.

**2 Important Questions to Ask When Setting Up the Interview** – Depending on who will be setting up the interviews, there are 2 key questions that need to be asked: (1) **Are you currently under contract?** And/or (2) **Are you under a letter of intent?**

If the candidate is currently under contract, then the process STOPS! There is an agreement among Superintendents that we will not steal from each other. If a candidate is already under contract either for the current year or the next year, then we will not interview them. If the candidate is under a letter of intent, then the follow up questions are: (a) Is your principal aware that you are applying for and interviewing for this position? If the answer is “yes” then the next question is (b) Is your Superintendent aware as well and has s/he had a conversation with our Superintendent? If the answer is “yes”, please verify with our Superintendent before moving forward with the scheduling of the interview. If the answer is “no” to either of these questions, *do not schedule the interview* and inform the candidate that these steps have to be completed before the interview can be scheduled. Inform both the chair of the Search Committee and the Superintendent of your findings.

Be sure that you are clear in communicating the process to the candidates. The finalist as a result of the interview process will be referred to the Superintendent for a final interview. Based on the results of this interview, the name of the final candidate will be brought to the School Board for final approval. *If your committee has difficulty coming to consensus on a final candidate(s), there maybe the need to schedule a second round of interviews with the committee members before recommending a name to the Superintendent.*

Once the committee has decided who to move forward to meet with the Superintendent, please complete the New Hire Authorization Form and attach a copy of the finalist’s complete resume packet to Terry Mazza. A **complete resume packet** needs to include the following components: cover letter, resume, transcripts, letters of recommendation, proof of certification/licensure. Please review the New Hire Authorization Form/Check List for all required materials.
Candidate’s Name: 

Position: 

School (Circle One):  MES  MMS  MHS  District 

☐ Replacing:  ☐ New Position 

Date of Interview: 

Members of Interview Committee: 

Reference Check (Complete a Reference Check Form for each reference contacted):

1. 
2. 
3. 

Rationale (Why was this candidate chosen?)

Resume Packet Check List: 

☐ Cover Letter 
☐ Resume 
☐ Transcripts (Undergraduate and/or Graduate) 
☐ 3 Letters of Recommendation 
☐ Certification  ☐ Provisional Certification Needed 

Rationale: 

☐ Copy of Interview Questions Used (You do not need to include candidate’s responses) 
☐ Completed Ranking Rubric from each committee participant 
☐ A completed Reference Check Form for each reference you spoke with. 

Administrator’s Signature: ____________________________ Date: ________
CENTRAL OFFICE TO COMPLETE:

☐ Interview Date with Superintendent:

Comments/Feedback on Interview:

☐ Years of Experience:

☐ Step Placement/Salary:

☐ Group Level/Hourly Rate: __________

☐ Funding Source: General

☐ For New Positions: Job Description Approved by the Board? (Date of Approval: _______)

☐ Interview Date with the School Board: _______
# Interview Ranking Rubric

Name of Search Committee Member Completing Form: ______________________________________

<table>
<thead>
<tr>
<th>Punctuality</th>
<th>Overall Presentation and Preparation for the Interview</th>
<th>Resume Packet</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
<th>Applicant’s Name:</th>
</tr>
</thead>
</table>

**Scoring Criteria:**
Use a 4 point scale with 4 being the highest and 1 being the lowest ranking for each criteria.

To be determined by the Search Committee prior to selecting candidates to be interviewed. For example, previous teaching experience at grade level/in content area, knowledge of CMP, etc.

**Total Points**
REFERENCE CHECK QUESTIONNAIRE

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
<th>Position Applied For:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Reference:</td>
<td>Reference’s Title and Phone Number:</td>
</tr>
<tr>
<td>Relationship to Applicant:</td>
<td></td>
</tr>
<tr>
<td>Circle One: co-worker, supervisor, friend, subordinate, Other: ________________</td>
<td></td>
</tr>
<tr>
<td>Person Completing This Form:</td>
<td>Date of Contact:</td>
</tr>
</tbody>
</table>

1. How long have you known the applicant? _________________________
2. How long has the applicant worked in your school/organization? _________________
3. Reason for leaving? _____________________________________________________
4. Is the applicant presently under contract? For next year? _______________________
5. Would you summarize what you see as the applicant’s strengths and weaknesses (probe for knowledge base in appropriate content, leadership, analytical skills, ability to create an effective learning environment, maintenance of accurate records, etc.)
6. How would you describe his/her interpersonal skills with respect to working with colleagues, problem-solving and working with diverse individuals?
7. On a scale of 1 to 5 (with 5 being the highest score and 1 being the lowest, how would you rate the candidate on each of the following:
   _____ Attendance
   _____ Dependability
   _____ Willingness to Assume Responsibility
   _____ Quality of Work (attention to detail, accuracy, etc.)
   _____ Being a Team Player
   _____ Building Relationships with Students and Parents
   _____ Maintaining Confidentiality
8. Have you had the occasion to observe the candidate performing his/her job? If so, can you share what you have observed? (Focus on the Learning Environment, interaction with students, organization, level or preparedness, etc.)

9. How does s/he respond to supervision? Respond to feedback?

10. Is there anything else you would like to add that is important for me to know or that you would have liked to have known before hiring this individual?

11. Would you rehire this candidate?

Signature of Person Conducting the Reference Check: ___________________________