

WAYNE PUBLIC SCHOOLS

WAYNE, NEW JERSEY

STANDARD OPERATION PROCEDURE:

ADMINISTRATIVE RECRUITMENT PROCESS

Subject: Recruitment Process

Effective Date: 5/1/15

Page 1 of 2

Approved: Dr. Mark Toback

Purpose: To establish a standard recruitment process for all positions at the level of Assistant Principal and above.

Authority: District Superintendent

Terms and Conditions for Recruitment Process: The process set forth in this standard operating procedure will be used for recruitment of all positions at the level of Assistant Principal and above.

Reporting Procedure: HR Manager

Approval Process: The Superintendent or the Superintendent's designee will have final authority to recommend a candidate for Board approval and appointment.

Consequences: Searches not conducted in accordance with this process may be deemed invalid and the recommended finalist(s) not approved by the Superintendent or the Superintendent's designee.

Dissemination: All district staff who have involvement in the recruitment process.

Recruitment Process, Step 1

The Human Resources Department will complete all internal posting requirements of the available position/anticipated vacancy. The Human Resources Department will simultaneously post the vacancy on the District's website and in the Applitrack system. When deemed necessary, a newspaper advertisement will also be placed. In conjunction with the appropriate administrator, the Human Resources Manager will ensure that the print ad accurately reflects the scope and duties of the position and the necessary qualifications.

Recruitment Process, Step 2

A site committee will be assembled by the Human Resources Manager upon consultation with the Superintendent/Assistant Superintendent. The Superintendent/Assistant Superintendent and, when requested, members of the administrative team (i.e. Directors/Principals/Assistant Principals) will review all resumes and identify candidates to be interviewed by the site committee. The Human Resources Department will schedule all interviews at Step 2. The Chair of the site committee will develop the interview questions, with input from the Human Resources Manager if needed/appropriate.

All questions will be related to the candidate's credentials and ability to perform the duties of the position.

At the conclusion of the interview process at Step 2, the site committee will recommend candidates to interview at Step 3, and will sign off on all such recommendations.

Recruitment Process, Step 3

The site committee for Step 3 of the Recruitment Process will generally consist of the appropriate Directors and/or administrators from Step 2, and the Assistant Superintendent. The Human Resources Manager will schedule all interviews for Step 3. The appropriate administrators will develop the interview questions, with input from the Human Resources Manager if needed/appropriate and in accordance with the guidelines established in Step 2.

Based on the results of the interviews at Step 3, the site committee at that level will recommend finalists to the Superintendent or the Superintendent's designee, and will sign off on such recommendations.

Recruitment Process, Step 4

The Human Resources Department will schedule the finalists for an interview with the Superintendent or the Superintendent's designee. If the Superintendent makes a final selection from among the finalists, the Superintendent may recommend a courtesy meeting between the selected candidate and the Board of Education. If the Superintendent does not approve of either finalist, the recruitment process will be re-opened or the Superintendent may independently recommend a different candidate. Additionally, the Superintendent may independently recommend the inclusion or the removal of a candidate to/from the pool at any step in this process.

The selected candidate will be placed on the Board agenda for Board appointment to the position. Following Board appointment, the Human Resources Department will provide the new hire with all necessary paperwork for employment and compliance purposes and will schedule the new hire to attend the employee orientation program.

The Human Resources Department will notify all applicants of the search outcome. The Director or appropriate administrator will forward to Human Resources all recruitment process materials for storage in accordance with the New Jersey Department of Archives and Records Management.