

WAYNE PUBLIC SCHOOLS

WAYNE, NEW JERSEY

STANDARD OPERATING PROCEDURE:

RECRUITMENT PROCESS FOR PROFESSIONAL POSITIONS

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 professional positions below the level of Assistant Principal.

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 professional positions below the level of Assistant Principal.

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 internally and in the Applitrack system for internal and external candidates. 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

The processes at Step 2 will be as follows:

FOR TEACHING POSITIONS:

- A. The appropriate Principal will assemble a search committee and will serve as committee chair. The search committee composition will be situated at the school where the vacancy occurs.

- B. Once the Chair has assembled the committee, they will work in tandem to screen all submitted resumes.

- C. The principal will work with the committee members to establish the criteria to be used during the round one interview process.
- D. The principal will set up all the round one interview appointments and will confirm the final schedule and interview location(s) with all committee members.
- E. The Chair 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 round one interview process at Step 2, the committee will recommend a finalist to interview at Step 3, and will sign off on all such recommendations.

FOR NON-TEACHER PROFESSIONALS:

- A. The appropriate Central Office administrator, as approved by the Superintendent or the Superintendent's designee, will assemble a search committee and will serve as committee chair. The search committee composition will be in accordance with the guidelines established by this standard operating procedure.
- B. Generally, the Central Office committee will consist of the Chair, at least one central office administrator other than the Chair, and at least two district staff members who will interact on a regular basis for business reasons with the person to be hired.

Steps C through E as described above for Step 2 will remain the same for recruitment of Non-Teacher Professionals.

Recruitment Process, Step 2

Based on the results of the interviews at Step 1, the committee will recommend a finalist to the appropriate Director and/or the Assistant Superintendent/Superintendent. The Director and/or Assistant Superintendent will sign off on such recommendations.

Recruitment Process, Step 3

The Human Resources Department will schedule the finalist(s) 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.