

Area: Human Resources

Subject: HR10 - Staff Recruitment and Selection Procedures

Reference: 1301.31 (a), 2 (b)–(c) 4

Policy: SCOE maintains established procedures for the recruitment and selection of staff.

Procedure:

Recruitment

1. When a vacancy exists, a determination is made by management staff to fill the position.
2. Division Administrator or Director will authorize/disapprove initiation of the TAP process, via reply to email from Human Resources position control person.
3. New Position/Position Change Core Approval form will be used for:
 - a. New positions
 - b. Reclassification
 - c. Change of Base Days
4. New Position/Position Change Core Approval form process is:
 - a. Management staff completes and submits the proper TAP form to Division Administrator or Director for signature and processing.
 - b. Once the TAP form is received by the Human Resources department, the recruitment process for new positions will begin.
5. A TAP is not required when using SCOE substitutes.

Selection-New Positions

1. The management staff person who initiates the TAP is identified as Team Leader for the process.
2. The Human Resources department will screen internal and external applications according to their established procedures.
 - Current and former Head Start parents must receive preference for employment vacancies in the Head Start program for which they are qualified.
3. After the applicants have been screened, the team leader will receive an interview packet from Human Resources. The team leader will note vacancy number. The vacancy number will provide the following information and is the unique identifier for each position:
 - Part 1: CL = Classified CE = Certificated
 - Part 2: Number indicates the Human Resources contact person for the position, as designated by Human Resources procedures/department.
 - Part 3: The calendar year
4. Once received, the team leader will review the packet with instructions on how to select the applicants that he/she would like to interview for the vacant position. The team leader will identify others who will participate on the interview panel. A date and time will be selected for the interviews to take place. The team leader will secure a room to hold the interviews.
 - a. Positions that are funded by a majority of Head Start funds must have a parent representative on the interview panel from that program (RHS/EHS or MHS).
 - b. Positions that are a part of the California School Employees Association (CSEA) require that a member of the CSEA be on the interview panel.

5. If the vacant position requires a Head Start parent representative, the team leader will notify the Child Development Supervisor II assigned to respective Policy Council or Direct Op Policy Committee, by email, of the need for a parent to participate on the interview panel. The email will include which Head Start program the position is funded by, the number of parents needed, the date, location of the interview and time the parent should arrive. The team leader will obtain the interview forms packet, available at the H St. and Celeste offices, which include the Minutes, Approval Form, Sign-In Sheet, and Parent Reimbursement Claim.
 6. The team leader will return the interview packet to the Human Resources department within 48 hours. The Human Resources department will begin to contact applicants to schedule the interview.
 7. Interview packet will be available for the team leader to pick up by 4:30 p.m. the day before the interviews are to be held. The team leader will notify the Human Resources Program Support Secretary for other arrangements.
 8. During the interviews the team leader will ensure the following:
 - Strengths and weaknesses are duly thoroughly noted for each candidate.
 - Candidates are informed that they will be contacted by Human Resources to inform them of the outcome of the interview. Candidates are not to be given a timeframe as to when they should expect a response.
 9. After interviews have been conducted the interview forms shall be completed as follows:
 - Minutes: Complete interview information at top of form.
List **all** candidates interviewed – internal and external.
List acceptable candidates in order of preference.
List participants on interview committee clearly identifying the parent participant.
 - Approval Form: Complete interview information at top of form.
List acceptable candidate. (A separate Approval Form must be completed for **each** candidate.)
List participants on interview committee clearly identifying the parent participant.
 - Parent Reimbursement Claim: Parent participating on interview committee completes reimbursement claim (instructions for completing are attached).
- The team leader will check references for the recommended candidate and return the interview minutes, approval form(s), sign in sheet, and parent reimbursement claim to the assigned Child Development Supervisor II for Policy Council/Committee approval.
10. After the Policy Council/Committee has approved the recommended candidate, the team leader will receive the approval form(s), which will be placed in the interview packet and returned to Human Resources. Copies will be placed in the policy council/committee documentation binder.
 11. Human Resources will place the Approval Form in the Personnel File.
 12. The team leader will secure all required department signatures.
 13. The team leader will be notified of the recommended candidate's decision to accept or decline the position by Human Resources.

14. If the recommended candidate has accepted the position, Human Resource will begin the paper work and clearances required. The team leader will be contacted after completion to confirm a start date.
15. If the recommended candidate has declined the position, Human Resources will notify the team leader and references will be checked and for the second recommended candidate. The process from that point on will be repeated until an offer of employment has been accepted.

Supervised by: Director or Assistant Superintendent

Performed by: Management Staff

Forms needed: TAP, CORE Pre-Authorization Form, Policy Council Interview Minutes, Sign-In Sheet, Forms included in Interview Packet.

Frequency: As Needed