

# FORT HANCOCK ISD PROCEDURES: HIRING

The Fort Hancock Independent School District shall adhere to a policy of equal employment opportunities for all staff.

*In accordance with federal law, the District shall not fail or refuse to hire or discharge any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment on the basis of any of the following protected characteristics: 1. Race, color, or national origin; 2. Sex; 3. Religion; 4. Age (applies to individuals who are 40 years of age or older); 5. Disability; or 6. Genetic information*

## **Opening of Position**

Positions in the school district are categorized as professional, paraprofessional, support, or substitute positions. In any of these categories, positions will come open in one of two ways: 1) an individual vacates a current position due to transfer, resignation, or termination; or 2) a new position is created. The steps below must be followed to request that an open position be filled:

- If an employee vacates a position, the letter of transfer, resignation or termination should be attached to a Personnel Requisition Form and forwarded to the Personnel Department.
- If a new position is requested, a job description of the new position should be attached to a Personnel Requisition Form and forwarded to the Personnel Department.

Upon approval of the Personnel Requisition by the Finance Officer and the Superintendent, the Personnel Department advertise the position.

## **Advertisement of the Open Position**

The Human Resource Department shall create and open the vacancy on the website. Advertisement for all open positions will be processed through the Personnel Department as follows:

Professional positions (teachers and administrators)

*In accordance with TEC 11.1513(d), the Personnel Department shall not later than the 10th school day before the date on which a district fills a vacant position for which a certificate or license is required as provided by Section 21.003, other than a position that affects the safety and security of students as determined by the board of trustees, the district must provide to each current district employee:*

- (1) *notice of the position by posting the position on:*
    - (A) *a bulletin board at:*
      - (i) *a place convenient to the public in the district's central administrative office;*
      - and*
      - (ii) *the central administrative office of each campus in the district during any time the office is open; or*
    - (B) *the district's Internet website, if the district has a website; and*
  - (2) *a reasonable opportunity to apply for the position.*
- All advertisements are generally placed on the district website.

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- Additional advertising strategies such as local/statewide newspapers, external web sites, and professional association job bulletins may be utilized in addition to the classified ads.
- An active recruitment plan shall also include participation at local and statewide Job Fairs held at universities and colleges. Campus principals are encouraged to attend.
- All professional applicants will be maintained by the Personnel Department to facilitate the pre-screening of applicants.

### Para-professional and support positions

- All advertisements are generally placed on the district website.
- All advertisements shall be sent out to each campus and department for all para-professional and support position vacancies.
- Campus/department administrators shall ensure that job announcements are properly posted at a designated area.
- Job vacancies will be posted at the Administration Building in the lobby area.
- Positions which require specialized skills such as a Payroll Clerk, Electrician, etc. will be advertised on the district website and may be advertised in the El Paso Times for a period of at least three (3) days.
- All paraprofessional and support applicants will be maintained by the Personnel Department to facilitate pre-screening of applicants.

### Substitute Teacher positions

- All substitute applicants will be maintained by the Personnel Department to facilitate pre-screening of applicants.
- Substitute teacher applicants will be pre-screened utilizing criminal history checks, references, and at times, a personal interview.
- Yearly orientations will be held to process and train new substitutes.

### **Accepting Applications**

All new applicants must submit a completed application. The applicant may attach supplementary materials such as a letter of application, resume, transcripts, certifications, etc.

Additional items are noted below:

- Professional staff – certification, college transcripts, prior evaluations, and a resume
- Existing employees need only submit a letter of application
- Applicants with prior experience in a school district are encouraged to submit copies of their Service Record(s)

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Applications are accepted throughout the year, but are maintained in an “active” status for a period of one (1) year only.

Applicants must submit at least three (3) references [one of which must be the most recent supervisor] with the on-line application.

## **Pre-screening of Applicants**

The Superintendent and Administrator are responsible for pre-screening all applicants and determining if the applicant meets the minimum job qualifications. The pre-screening shall also include seeking clarification on reference checks, verification of educational and certification credentials, and criminal background checks. The application file for all qualified applicants shall be made available to the respective administrator for interviewing.

## **Interviewing of Applicants**

Interview selection criteria shall be properly documented by the campus or department administrator. Interviewing may be conducted by a single administrator or by a panel of staff, such as an Interview Committee under the direction of the Site-Based Committee.

Note: The Equal Employment Opportunity Commission (EEOC) reports that the employment selection process, more than any other employment practice, is responsible for the greatest number of legitimate charges of unlawful discrimination. Therefore, it is important for administrators [and Interview Committees] to be aware of legally protected areas where inappropriate questioning can leave the District open to costly charges of unlawful discrimination.

Interview guidelines are attached.

## **Reference Checks**

Each administrator shall obtain references from previous supervisors to ensure that the prospective hiree is suitable for the open position. The references for the recommended applicant shall be forwarded to the Administration Office with the Personnel Recommendation Form.

## **Recommendation by Administrator**

After the interview and reference process is complete, the administrator shall complete and submit a Personnel Recommendation Form to the Superintendent. Individual interview rating sheets are public records and as such must be maintained by the District for a period of two years. The rating sheets may be retained at the campus or department for a period of one (1) year then forwarded to the Records Custodian for archival and destruction at the appropriate time.

The recommended applicant shall not be informed that he/she will be recommended for employment. Rather, all applicants shall be told that a final determination will be made

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by the Superintendent and/or the Board of Trustees and that they will be notified verbally or in writing of the outcome by the Personnel Department.

### **Approval Process**

The Administrators shall finalize all recommendations by ensuring that all appropriate documentation such as certificates, references, etc. are in order before submitting the recommendation to the Superintendent. The Pre-Employment Checklist shall be used to ensure that all appropriate documents are on file prior to the review by the Superintendent.

The Superintendent has been authorized by the Board to hire contractual and at-will staff.

### **Notification Process**

After the Superintendent approval, the Administrator shall notify the successful candidate by phone, and formally by letter. All unsuccessful candidates shall be notified by letter of the outcome. The new employee shall be scheduled for processing by the Administrative Secretary and for attendance at a mandatory New Employee Orientation session.

### **Processing of New Employees**

All new employees shall complete the required paperwork in the Personnel Department before reporting to their respective campus or department. Of critical concern is the I-9 form, which by federal law, must be completed within 3 days of employment. The Post-Employment Checklist shall be used to ensure that all required documents are received from and/or distributed to each new employee. A list of missing items shall be provided to all new employees within 5 days of processing. The employee shall submit all missing items within 30 calendar days.

### **New Employee Begins Work**

The beginning date of the new employee will be coordinated with the respective campus or department and the Personnel Department.

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## Interview Guidelines

The following are basic interview guidelines which should aid in ensuring that all applicants are treated fairly and consistently and that only job-related questions are asked in the interview.

- Start on time
- Orient the applicant early to the sequence of the interview process
- Open the interview by asking the applicant to state why they are interested in the position and what they have to offer the position
- Take minimal notes to avoid from distracting the applicant and to remain focused on the applicant's responses
- All applicants for a specific position shall be interviewed by the same people
- A set of job-related interview questions shall be developed by the administrator and utilized for all applicants of the same position
- The administrator shall develop and distribute a rating sheet to be used by each interviewer
- The administrator and each member of the Interview Committee shall independently rate each applicant
- All interviewers shall be trained in interviewing techniques
- Ensure that all interviewers know what the job entails
- Provide a copy of the applicant's resume, but not application, to each interviewer for use before, during or after the interview – collect all copies of the resumes immediately after each interview
- Observe the applicant's ability to communicate, his/her general personality, physical appearance, mannerisms, and his/her ability to articulate concisely and logically
- Obtain information about personality factors that is not available on resumes or applications such as judgement, flexibility, self-starter, etc.
- Create a feeling of goodwill about the District and promote a positive image of the District
- Closing the interview should include providing an opportunity for the applicant to ask the interviewer(s) questions or to add additional information that was not covered during the interview
- Do not make any promises to the applicant
- Thank the applicant for their time and interest in working with the District
- The rating sheets should be individually completed and an overall rating determined if multiple interviewers have conducted the interview

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Fort Hancock Independent School District

## Pre-Employment Personnel Checklist

Circle one:      **Administrator/Professional**      **Paraprofessional**      **Auxiliary**

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Position \_\_\_\_\_

Campus/Dept: \_\_\_\_\_

SBEC Certification verified:                      Yes                      No                      Comments: \_\_\_\_\_

Criminal Background verified:                      Yes                      No                      Comments: \_\_\_\_\_

Application response verified:                      Yes                      No                      Comments: \_\_\_\_\_

Nepotism with Board verified:                      Yes                      No                      Comments: \_\_\_\_\_

Previous Employee:                      Yes                      No                      Comments: \_\_\_\_\_

Eligible for rehire verified:                      Yes                      No                      Comments: \_\_\_\_\_

Written or verbal references:                      Yes                      No                      Comments: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

Recommendation approved by Superintendent:                      Yes                      No                      Date: \_\_\_\_\_

Recommendation approved by the Board:                      Yes                      No                      Date: \_\_\_\_\_

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Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Position \_\_\_\_\_

Campus/Dept: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

### Professional Only:

\_\_\_\_\_ Contract or At-Will Letter

\_\_\_\_\_ Official Transcripts

### All Employees:

\_\_\_\_\_ Service Records (prior districts, if any)

\_\_\_\_\_ I-9 Form

\_\_\_\_\_ Copy of driver's license

\_\_\_\_\_ Copy of Social Security Card

\_\_\_\_\_ Application for Paraprofessional Certificate (Instructional Aides only)

\_\_\_\_\_ W-4 Form\*

\_\_\_\_\_ Direct Deposit Form\*

\_\_\_\_\_ Job Description

\_\_\_\_\_ Reasonable Assurance Form (if less than a 12 month work calendar)

\_\_\_\_\_ TRS 5 Form or similar document\*

\_\_\_\_\_ TRS Supplement Election Form (if applicable)\*

\_\_\_\_\_ Public Information Release Form

\_\_\_\_\_ Cobra Letter\*

\_\_\_\_\_ Handbook Receipt Form

### Handouts:

\_\_\_\_\_ Insurance & Benefits Packet (Employee must enroll within 30 days in the Business Office)

\_\_\_\_\_ Drug Free Workplace Policy Statement

\_\_\_\_\_ Workers Compensation Notice

Verified by: \_\_\_\_\_

Entered in TxEIS: \_\_\_\_\_

(Date)

Date: \_\_\_\_\_

Action Memo to Payroll: \_\_\_\_\_

(Date)

\*Forward these documents and a copy of the employment application to the Business Office.