

**MILLINOCKET SCHOOL BOARD  
RECRUITING AND HIRING ADMINISTRATIVE STAFF PROCEDURES**

**I. Job Description Development/Review**

In order to assure that the role and job functions of the advertised position are current, the employer will:

- \* Conduct a review of the job description with input from those people affected by the position to ensure that the information contained in it is relevant to the position.
- \* Identify the criteria (skills, knowledge, abilities and personal qualities) required to perform the duties and responsibilities of the position.
- \* Identify the minimum qualifications (training, education, and experience) for the position.

**II. Recruitment**

In order to attract a strong pool of candidates which would include candidates from underutilized classes as well as candidates from other geographic areas, the employer will:

- \* Post notification on job vacancy internally.
- \* Post notice of vacancies on Serving Schools.
- \* Advertise through the newspaper media.
- \* Post on the school website.

**III. Screening**

In order to assure that a fair and efficient screening process will occur, the employer will:

- \* Eliminate all candidates who do not meet the minimum qualifications.
- \* Ensure that all applications are reviewed by more than one individual with attention given to criteria established in Item I above.
- \* Provide orientation on confidentiality and equity issues to screeners.
- \* Conduct preliminary reference checks if appropriate.
- \* Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge and abilities outlined in the job description.

#### IV. Interviewing

A. In order to assure that the interviewing process will be conducted in a legal and proper manner, the employer will:

- \* Appoint an interview panel (the employer may serve on the interview panel as deemed appropriate.)
- \* Provide orientation to the panel on the process, the weighting of criteria and the nomination/hiring procedure.
- \* Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality, equity issues, and non-discriminatory hiring practices.

B. The interview panel should review existing interview questions for the position to ensure that:

- \* Interview questions match the duties and responsibilities of the position as outlined in the job description and the criteria established in Item I above.
- \* Provide the opportunity for each candidate to respond to the same questions.
- \* As a group, submit to the employer a list of 3-5 candidates' names to be considered as finalists for the position if the employer was not part of the interview process.

#### V. Selection

In order to complete the selection process, the employer will:

- \* Dismiss the panel.
- \* Contact references as deemed appropriate to check perceived strengths and weaknesses of the candidate(s).
- \* Review the material on the selected candidate(s) to determine whether additional information is needed.
- \* Re-interview any or all finalists as necessary.
- \* Select a candidate from the list of finalists or reject all finalists and re-open the position and begin the process anew.
- \* Nominate the selected candidate, if one is selected, in accordance with policy.

- \* Employ the selected candidate in accordance with policy and state statutes.
- \* Notify unsuccessful candidates once acceptance is assured.

## VI. Orientation and Support

In order to assure that the new employee is provided with the proper information about the system and job expectations, the employer will:

- \* Provide the new employee with an orientation that includes expectations of the duties and responsibilities of the position and the policies and procedures of the school unit.
- \* Provide the new employee with copies of the appropriate job description for the position, negotiations agreement, personnel guide, and any other material that is deemed necessary.

## VII. Record Keeping

To ensure that the confidentiality of employee and applicant records are maintained, the employer will:

- \* Provide for the maintenance in secure files of all applications and documentation of the screening, interview and hiring process for a period of two (2) years.

NOTE: "Employer" refers to chair of the search committee in the case of hiring a Superintendent and to the Superintendent or designee in all other hirings.

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