

Staffing Process:

Recruitment & Selection

2022

Staffing Overview

Develop the Job Description

- Job Title and Job Summary
- FLSA Status
- Minimum Qualifications
 - Education and Specialized Training Required
 - Experience
 - Required License and/or Certifications
 - Skills & Specialized Knowledge
- Working Conditions, Physical Demands & Requirements

Develop the Job Description:

- Salary Range Information
- Responsibilities & Essential Functions
- Other duties as assigned
- Department and Location
- Supervisory Responsibilities
- Supervisor

JOB POSTING

- Internal/External/Both?
- School Website
- Indeed/Glassdoor/LinkedIn/ZipRecruiter
- Media: Newspaper, Radio, TV
- Social Media (Twitter, Facebook)
- Colleges, Universities & Technical Schools
- Job Service ND
- EdJobsND (ND Council of Educational Leaders)
- Industry specific websites or associations

JOB POSTING

- Position Title, Location and Job Summary
- Term of contract or length of work year
- Qualifications such as education, skills, experience
- Essential job functions
- Salary range Information
- Deadline for application
- How to apply
- Veteran's Preference statement
- EEO Statement

THE JOB APPLICATION

- Application Forms – organized by category and location
- Category Title/Position Title is important
- Demographic information, education, experience
- Supplemental Materials
 - Resume
 - Letter of Introduction
 - Transcripts
 - Licensure or other qualification related information

THE JOB APPLICATION

- EQUAL OPPORTUNITY EMPLOYER:
 - OCR- Public Schools include a non-discriminatory statement
 - <https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>
- Applicant statement certifying accurate information provided
- Applicant signature – statement of validity
- What to include/not to include in the application:
 - HR Reference Guide Section p. 2-6 & 2-7
 - http://www.hrndgov.org/image/cache/HR_Reference_Guide_-_Final_Document_for_2022.pdf

VETERANS PREFERENCE

- Application Requirements
 - Ability to claim preference
 - Must provide verification of status as specified by NDCC
- Competitive Personnel System?
 - No – Veteran is entitled to the position if qualified and able to perform the position duties
 - Yes- Use a ranking system and considering the group of eligible candidates, award additional points to the qualified Veteran
- Human Resources Reference Guide P. 2.8 & 2.9
- Veteran's Preference is applicable to all positions in a school district
- Veteran's Preference does not apply to internal candidates (already employed by your school district)

The Selection Process

- Application Review & Screening example matrix
 - Consider Veteran's preference method
 - Competitive systems – utilize matrix
 - Qualified Veteran must provide DD-214, additional documentation for disabled candidate
 - HR Reference Guide P 2-9
- Selection Team
 - Who will add value to the selection process and provide valuable input into the decision?
 - How many individuals do you want on the team?
 - Training and resources for selection team? Legal considerations

The Selection Process

- Interview Questions & Other Activities
 - Library of Interview Questions
 - Writing Samples
 - Job related problems/scenarios/skills testing
 - Project design Samples
 - Presentations
 - Other ideas?

The Selection Process

Legal Aspects

- Discrimination laws: permissible questions and information to be considered in making employment decisions.
- Example Questions: Allowed/Not Allowed
- HR Reference Guide p. 2-9 to 2-12

What Not to Ask

Questions concerning:

- | | |
|------------------------------|--------------------|
| • Age, Height, Weight | National Origin |
| • Citizenship | Race |
| • Disability | Religion |
| • Marital Status | Sexual Orientation |
| • Arrests & Criminal History | Public Assistance |
| • Other Lawful Activities | |

APPLICABLE LAWS

- Title VII of the Civil Rights Act of 1964 & 1991
 - Race, Sex, Color, National Origin, Religion
- Americans with Disabilities Act/Section 504
- North Dakota Human Rights Act
- Age Discrimination in Employment Act ADEA
- Title IX
- See HR Reference Guide for a complete list (R-2)

Disability Related Questions

- Ask

- After reviewing the job description, “Can you do the essential functions listed in the job description, with or without a reasonable accommodation?”
- You may ask the person to describe or demonstrate how the applicant would perform job duties.

The employer must provide reasonable accommodation to applicants who have disabilities. Examples?

PREPARING FOR THE INTERVIEW

- Screen applicants carefully to ensure they have the minimum qualifications required for the position.
- All applicants who meet the minimum qualifications should be screened and sort with a matrix. Must include veteran's preference in a competitive personnel system.
- Provide the team with access to the application materials.
- Prepare materials for the interview, including questions, overview of benefits and salary schedule.
- Discuss interview protocols with the team and review what the district is looking for in the new hire.
- Discuss the input and decision-making process.

INTERVIEW

Tell the Applicant

- Location, directions, parking, which door to come in, who to ask for and any safety procedures for entering your building.
- Give an overview of the process you'll be using and the approximate length of the interview and other activities.
- Information on the hiring team or at least the number of individuals on the team
- Access to Job Description

INTERVIEW

- At the start of the interview
 - Welcome and introductions.
 - Explain the interview format & expectations.
 - Inform the applicant of time available to respond to questions.

INTERVIEW

- During the Interview
 - Ask all the applicants the same prepared questions. Follow-up questions to clarify.
 - Treat each applicant consistently. This could include setting time limit for the interview.
 - Set aside time for the applicant to ask questions regarding the position.
 - Provide applicant with a list of the questions??

INTERVIEW

- Conclusion of the Interview
 - Provide information on salary and benefits plus additional information about your school district and community.
 - Sell your school district, community and the job!
 - Discuss your timeframes and the next steps of the process.
 - Tour of the school or facility?

NEXT STEPS IN THE SELECTION PROCESS

- Verify past employment information, educational records, professional credentials
- Obtain references from previous employers about applicant's job performance
- NDCC 34-02-18 protection for employers who provide employment references in good faith
- Documentation – Interview notes, reference notes: save for six years or more

Criminal History Background Checks

- Schools must conduct criminal history record checks NDCC 15.1-06.06(f) for employees with unsupervised access to children
- Entities listed in N.D.C.C. § 12-60-24 (x) are permitted to run fingerprint-based criminal background checks
- Criminal history checks (FBI) run through state law enforcement agencies (ND BCI)
- ND BCI background checks for criminal activity in ND courts and counties
- Conduct criminal Background checks in other states of residence?
- Criminal Background Results are not an open record
- District must have a background check policy

EVALUATION OF CRIMINAL BACKGROUND

Convictions are not an automatic bar to employment

1. Nature and gravity of offense
2. Time that has passed, conduct and/or completion of sentence
3. Relevance to job requirements, nature of duties

Social Media as a Reference- Best Practices

- Information not relevant to the job is shown there and may pertain to a protected class
- Difficult for employer to prove it did not rely upon the personal information discovered on the site.
- Information you find on the Internet may be inaccurate or misleading
- Risky to rely on social media to make important employment decisions

JOB OFFER

- Call the applicant to make a job offer.
- Review salary, benefit package, starting date and other specific information relevant to the job and your community.
- Follow-up with the contract or offer letter to clarify the offer. See HR Reference Guide P 2-17

Contact the rest of the applicants to let them know the job has been filled once the applicant accepts the job.

Personal phone call to those interviewed

WRAP-UP

- Collect all of your documentation including:
 - Job Description
 - Copy of Job Postings
 - All the notes from all the individuals on the interview team.
 - Reference notes.
 - Other information used in making the decision.

Keep documentation for at six years. (NDSBA Records Retention Guidelines)

QUESTIONS?
