

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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HIRING PROCEDURES

I. Posting a Vacancy

- A. If a vacancy occurs in the areas of teaching, administration, other professional staff, secretarial, paraprofessionals, and custodial/maintenance, the responsible administrator will submit a vacancy notice/request form to the Superintendent's office.
- B. The Superintendent's office will then post the position internally via e-mail and/or externally depending on the nature of the position and recommendation from responsible administrator. If it is an administrative position, it will be posted internally first. The District Office Leadership Team, and possibly one School Board member, will review all internal applicants to determine if the position will be posted externally or if internal interviews will take place first, with a possible transfer recommendation to the Board.
- C. All application materials will be sent to the Superintendent's office for filing, organizing and responding, with the exception of the completed background check form, which will stay in the possession of the district office receptionist until after a hiring decision has been made.

II. Interviews

- A. The responsible administrator will select an interview team consisting of at least one other administrator and may include staff members and/or parents as deemed appropriate. The two administrators will review all applications and select the individuals to be interviewed by the team. The administrators may also elect to use other members of the team in the determination of candidates to interview. For hiring administrators, at least one Board member will be on the team.
- B. The interview team will meet prior to interviews, and determine the expected qualities and competency for the position, and develop questions. Also, the interview team will review the legal information from Wisconsin Association of School Boards (WASB) in regard to nondiscrimination and objectivity.
- C. The interview will consist of the following components:
 - 1. Administer and score the perceiver series of questions and the Positive Attitude Survey questions.

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2. Ask and score interview committee members' questions specifically related to the position.
3. Answer the candidates' questions.
4. Skills test, if appropriate.
5. Tour, if appropriate.
6. Other components as determined by the interview team.

III. Reference Checks and Background Checks

- A. The responsible administrator will check references of the two candidates recommended by the committee.
- B. To preserve the fairness of the employment process and assure compliance with nondiscrimination laws, the interview team members (or anyone involved in the hiring decision-making process for the position) will not have access to candidates' completed background check forms prior to a hiring decision being made. The background check form contains a candidate's race, gender, and date of birth, which is information that cannot be used as part of the hiring decision-making process, yet is needed by the Wisconsin Department of Justice in order to conduct a criminal background check. Therefore, a prospective employee background check will be conducted using the following procedure:
 1. When instructed by an administrator, secretaries are to provide the candidate with a prospective employee background check form, advising them to return the form directly to them.
 2. The designated secretary should forward the completed form to the district office receptionist, who will then run the background check.
 3. The district office receptionist will notify the appropriate administrator(s) when the background check has been completed, and will provide him/her with the results of the background check.
 4. The background check form and printed results will remain with the district office receptionist until after a hiring decision has been made.

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5. When a candidate is hired, their background check form and printed results will be placed in their personnel file. If a candidate is not hired, their background check form and printed results will be destroyed.

IV. Recommendation to Hire

- A. If the background check and references check out, the responsible administrator will send the Interview Team Recommendation form, assessment rubric, and Perceiver and Positive Attitude Survey to the Superintendent's office.
- B. The final interview group will review all the application information, reference checks, and the results of their additional questions to assist in determining the top candidate.
- C. The Superintendent will determine the beginning salary and offer an employment contract.

V. Board Action

- A. A resolution to hire the top candidate will be presented to the Board from the Superintendent as outlined in Board Policy 3120.
- B. Letters or e-mails will be sent to the other candidates by the responsible administrator informing them that another candidate has been selected.

Cross References:

Board Policy 3120 – Hiring Procedures

Administrative Guideline 3120.01 – Transfer of Professional Staff

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