
Principal/Hiring Supervisor's Procedure for Hiring

GUILFORD COUNTY SCHOOLS

1.0 SCOPE:

- 1.1 The purpose of this standard operating procedure is to ensure that Guilford County Schools' hiring practices are in accordance with EEOC requirements. This procedure is the guiding document for Principals and Hiring Supervisors to follow when filling vacancies at their school/site.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial

2.0 RESPONSIBILITY

- 2.1 The following person may be contacted on a routine basis in relation to this procedure:

Alison Yates, Director-Staffing

Phone: 336-370-8094

Fax: 336-370-8062

Email: yatesa@gcsnc.com

3.0 APPROVAL AUTHORITY

- 3.1 Shirley Morrison, Chief HR Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1

5.0 PROCEDURE:

- 5.1 Principal/Hiring Supervisor receives notification from Staffing Specialist that vacancy is being posted.
- 5.2 Vacancies are posted on the GCS website for a minimum of five business days or until filled.
- 5.2.1 Vacancies are removed from the website after 5 business days or once Human Resources receives the *Recommendation for Hire* form completed by the Principal/Hiring Supervisor.
- 5.3 Principal/Hiring Supervisor reviews applicants in the district's applicant tracking system (Frontline/Aplitrack).
- 5.3.1 Principals must view applicants who apply to their vacancy and may view applicants who applied to a general 'pool' (if applicable)
- 5.4 Principal/Hiring Supervisor interviews a minimum of three qualified candidates, if available, for each vacancy.
- 5.4.1 When reviewing candidates for positions, principals should consider the unique needs of his/her school and pay special attention to the diversity of staff, students and the school community.

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- 5.4.2** Principal/Hiring Supervisor should create an interview team (2 or more interviewers), develop interview questions (see sample general questions that may be used) and schedule interviews.
- 5.4.3** Principal/Hiring Supervisor must maintain their interview notes at their location.
- 5.5** Principal/Hiring Supervisor finalizes selection of their candidate and checks a minimum of three references including the individual's most recent employer. *Reference Survey* can be sent and viewed within the applicant tracking system (Frontline/AppliTrack).
- 5.5.1** If the candidate is a previous employee of Guilford County Schools, the principal must check the personnel file and speak with a former GCS supervisor if possible.
- 5.5.2** The principal should communicate verbally with at least one reference; the applicant's most recent supervisor.
- 5.5.3** *Telephone Reference Forms* can be used for licensed and classified candidates and are available under 'Hiring Forms' on the HR Intranet webpage. Reference Forms are maintained by the Principal/Hiring Supervisor at their location with other interviewer notes.
- 5.5.4** If references are positive, Principal/Hiring Supervisor contacts selected candidate to offer him/her the position pending approval by Human Resources and the Board of Education.
- 5.5.4.1** If the candidate does NOT accept the offer, the Principal/Hiring Supervisor may select their second choice candidate or elect to repost the position and continue the interview process.
- 5.5.4.2** If a Principal/Hiring Supervisor desires to have the position reposted, Human Resources must be notified.
- 5.6** If the candidate accepts the offer, the Principal/Hiring Supervisor initiates the *Recommendation for Hire* (Letter of Intent) in the applicant tracking system (Frontline/AppliTrack) (See *Recommendation for Hire Directions* available on the HR Intranet).
- 5.7** Candidate receives an email asking him/her to accept the recommendation (formally).
- 5.7.1** If candidate is external, once he/she accepts the offer, an email is sent requesting completion of the *Background Check Release Form*
- 5.7.2** If candidate is internal, his/her background check results are on file with Human Resources

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5.8 Once the candidate completes the *Recommendation for Hire/Background Check* form, Human Resources completes a review of the candidate's credentials and contacts the Principal/Hiring Supervisor to confirm the starting date of employment.

5.9 After confirmation that the candidate is approved for hire, the Principal/Hiring Supervisor must notify all candidates not selected by one of the methods below.

5.9.1 Principal/Hiring Supervisor sends an e-mail message through the applicant tracking system (Frontline/ApplicantTrack) to all candidates not selected for an interview.

5.9.2 Principal/Hiring Supervisor sends the "*Candidate Not Selected Letter*" (available under 'Hiring Forms' on the Principal Portal) on their school letter head to those candidates interviewed, but not selected for the position.

5.10 Candidate is processed for employment with GCS and contacted for a New Employee Orientation/Onboarding session.

5.11 Candidate's name is placed on the Personnel Report for consideration by the Board of Education.

6.0 ASSOCIATED DOCUMENTS

6.1 Recommendation for Hire

6.2 Background Release Form

6.3 Candidate Not Selected Letter

6.4 Telephone Reference Forms

6.5 Reference Surveys

6.6 Sample Interview Questions

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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***** End of Work Procedure *****