



Hiring Process for SVUSD

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Overall Philosophy and Importance

Attract, identify, hire, and retain the best



Staying Legal

- Fair Labor Standards Act of 1938 (FSLA)
- Civil Rights Act of 1964
 - Title VII of the Civil Rights Act of 1964
 - Established the Equal Employment Opportunity Commission (EEOC)
- Age Discrimination in Employment Act of 1967
- Rehabilitation Act of 1973
- Pregnancy Discrimination Act of 1978
- Americans with Disabilities Act of 1990
- Fair Employment and Housing Act of 2000



Attracting the Best

- Advertising for the Position
 - Job flyers sent to each site
 - Promote from within when possible
 - District website
 - EdJoin (Online Education Recruitment)
 - Job flyers sent to universities, other districts, community center

If no qualified candidates apply from the above postings then we advertise on Craigslist and SantaCruzJobs.com.



Steps to Fill a Vacancy

- Administrator determines vacancy to be filled
- Administrator fills out a *Personnel/Position Request Form*
- HR routes form for budget approval
- Once approved, HR posts/advertises position
- Most positions are posted as "Open until filled"
- Certificated applications accepted only via EdJoin
(Effective 2005-06)
- Classified applications accepted paper or electronically



Screening Application Packets

- HR pre-screens applications for completeness
- Administrators do final screening for their positions
- Administrative positions have a panel of screeners
- Request for Interview form is sent to HR
(indicating screened-in applicants, panel members, date and time)
- HR sets up interviews



Interview Process

Team

- Who's on the team?
 - Supervisor of position
 - Staff with related duties/expertise
 - May ask neighboring districts
- What information does the team receive?
 - Confidentiality statement
 - Candidates' application packets
 - Interview questions



Interview Process (cont.)

- Process

- Candidates are asked pre-determined questions
- Certain positions may include a writing sample or mini lesson
- Deliberations: panel makes final summation of candidates and recommendations to administrator
- Reference checks
- Administrator makes final recommendation to HR
- Follow up with candidates



Summary

- Stay legal
- Follow a process

Success is finding the right people for the right jobs