

## **Interviewing and Hiring Process**

### **Professional Hiring Process**

#### **Procedural Steps Leading to Employment**

Inquiries related to employment into professional and/or certificated positions shall be directed to the Executive Director of Human Resources for an appropriate response. Applicants will complete an application form before being interviewed if time permits and provide the necessary forms as required and submit them to the Executive Director of Human Resources for processing.

Applications will be appropriately recorded and placed on active file. To remain active, the application must be renewed between May 1 and July 15 each year, or the application shall be removed from the active file.

Applicants must have graduated from high school or have earned an equivalency certificate.

**Employment is contingent upon requirements outlined in the Illinois School Code, completion of an application and necessary related documents, as well as an affirmative physical examination (expenses for exam will be paid for by the District) from Gateway Medical Center.**

#### **Filling of Teaching Vacancies: Presently Employed Full-Time Teachers Wishing to Transfer**

1. The Executive Director of Human Resources will post vacancies.
2. The Executive Director of Human Resources will collect and collate all transfer requests from currently employed staff.
3. The Executive Director of Human Resources will provide the Building Administrator where the position exists, a list of the candidates that expressed an interest in transferring to an open position.
4. The Building Administrator where the vacancy exists, will discuss the transfer with the Building Administrator where the teacher wants to leave.
5. The Building Administrator will notify the Executive Director of Human Resources if a transfer is going to be approved.
6. If there is a difference of opinion between the two administrators regarding the transfer request, the Superintendent will make the final decision.

7. The Executive Director of Human Resources will notify the candidate in writing that their transfer has been approved.

### **Filling of Teaching Vacancies: External Candidates**

1. The Executive Director of Human Resources will post vacancies
2. The Executive Director of Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to Building Administrator where the position exists. If the location is not known, the Superintendent will choose a Building Administrator for step 3.
3. The Building Administrator will develop an interview committee consisting of the Building Administrator, Assistant Administrator (if applicable), and the Department Chair/Content Specialist or a Grade Level Representative (elementary/intermediate level).
4. The Building Administrator will review the prospective candidates' files with their Tier I Interview Team. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will rank the candidates in numerical order with 1 being the highest rank. The Building Administrator will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview. The summarization and ranking will be confidential.
6. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists. This represents a Tier 2 interview.
7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
8. The Superintendent will present the name of the candidate(s) to the Board of Education.
9. The Board of Education will take official action to accept or reject the candidate under consideration.

10. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.
11. No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education. When situations require the use of substitute or temporary personnel, said person may be assigned by the Executive Director of Human Resources. Such assignments are not to be construed as employment, and the person assigned is to be made aware, prior to acceptance of the assignment, of the rate of compensation and the lack of official status with the Board of Education.

### **Filling of Administrative Vacancies, Excluding Superintendent**

1. The Executive Director of Human Resources will post vacancies.
2. The Executive Director of Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the vacancy is a Supervisor/Director, skip to step 8, and the Superintendent will continue as the lead.
3. If the location is not known, the Superintendent will choose a Building Administrator for step 4.
4. The High School Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and 2 Assistant Administrators. The Coolidge Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and two Assistant Administrators. The Grigsby Building Administrator will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator, Assistant Administrator and an Elementary Administrator. The Elementary Building Administrators will develop an interview committee consisting of at least 4 people; the Superintendent, the Building Administrator and 2 other Elementary Administrators.
5. The candidates selected by the Superintendent, Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
6. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will rank the candidates in numerical order with 1 being the highest rank, and submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview. The summarization and ranking will be confidential.

7. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent, Executive Director of Human Resources, and the Building Administrator. This interview will be conducted in the Executive session with all Board Members present, of a Special Meeting called by the Board President. This represents a Tier 2 interview.
8. Board Members will only be witnesses to the interview. They will not ask questions during the interview
9. Following the interview of all selected candidates, the interview team will go to a separate location from the Board room to discuss the candidates. A summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The rankings will then be given to the Superintendent for him/her to evaluate and make a recommendation to the whole Board.
10. The Superintendent will present the recommended candidate(s) to the Board of Education.
11. The Board of Education will take official action to accept or reject the candidate under consideration.
12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

It is the intent of this policy to allow Board Members the opportunity to hear the responses from candidates seeking employment as administrators. As such, it should be encouraged that Board Members are present during these Special Meetings with an emphasis placed on attending each candidate's interview even if they do not occur in one session.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education. When situations require the use of substitute or temporary personnel, said person may be assigned by the Executive Director of Human Resources. Such assignments are not to be construed as employment, and the person assigned is to be made aware, prior to acceptance of the assignment, of the rate of compensation and the lack of official status with the Board of Education.

### **Assignment of Coaches**

1. The Executive Director of Human Resources will post vacancies.

2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.
3. The Executive Director of Human Resources will provide the Athletic Director a list of candidates interested in the open position.
4. The Athletic Director with input from the Administrator will select and interview prospective candidates for the available positions.
5. The Building Administrator will recommend to the Executive Director of Human Resources the candidate chosen to fill the vacancy.
6. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
7. The Superintendent will present the name of the candidate(s) to the Board of Education.
8. The Board of Education will take official action to accept or reject the candidate under consideration.
9. The Athletic Director will notify the successful candidate of their employment after the Board Meeting. The Athletic Director will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education

#### **Assignment of Department Heads/Club Sponsors**

1. The Executive Director of Human Resources will post vacancies.
2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.
3. The Executive Director of Human Resources will provide the Building Administrator where the position exists, a list of the candidates that expressed an interest in transferring to an open position.
4. The Building Administrator will select and conduct interviews and make a recommendation to the Executive Director of Human Resources.
5. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
6. The Superintendent will present the name of the candidate(s) to the Board of Education.

7. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

#### **Assignment of District Wide Department Heads (Nurses, Speech Pathologist, OT/PT.)**

1. The Executive Director of Human Resources will post vacancies.
2. The Executive Director of Human Resources will collect and collate all letters of interest from currently employed staff.
3. The Executive Director of Human Resources will provide the Building Administrator where the position exists a list of the candidates that expressed an interest in the Department Head Position.
4. The Building Administrator will select and conduct interviews and make a recommendation to the Executive Director of Human Resources. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
5. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
6. The Superintendent will present the name of the candidate(s) to the Board of Education.
7. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

#### **Elementary Club Sponsors**

1. The Building Administrator will forward their recommendations to the Executive Director of Human Resources.
2. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

3. The Superintendent will present the name of the candidate(s) to the Board of Education.
4. The Board of Education will take official action to accept or reject the candidate under consideration.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education

### **Educational Support Personnel and Non-Supervisory Applicants**

\*Upon employment action by the Board of Education, the employment date shall be determined to be the date upon reporting for work as an active employee. This date will be adjusted only when the employee experiences a break in service other than an approved leave or a break in service resulting from the work schedule.

### **Cafeteria Employment**

The number of personnel assigned shall be determined by pertinent factors including:

1. Enrollment
  2. Number of students and staff regularly eating at the school.
  3. The physical limitations created by the age of the school, etc.
    1. The Supervisor of Food Services will notify the Executive Director of Human Resources of vacancies or additional needs.
    2. The Supervisor of Food Services will handle all internal cafeteria bidding.
    3. The Executive Director of Human Resources will collect and collate all letters of interest as well as provide the Supervisor of Food Services the list of candidates that have substituted in the Food Services Department.
    4. The Supervisor of Food Services will review the prospective candidates' files with the Building Administrator.
    5. The Building Administrator will put together an interview team consisting of at least 3 people and conduct interviews.
    6. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building.
    7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in

numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Supervisor of Food Services for review.

8. The Supervisor of Food Services will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.
9. The top 3 candidates recommended shall be notified by the Human Resources Department of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists. This represents a Tier 2 interview.
10. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.
11. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
12. The Superintendent will present the name of the candidate(s) to the Board of Education.
13. The Board of Education will take official action to accept or reject the candidate under consideration.
14. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

### **Custodian Employment**

The number of personnel assigned to a building shall be determined by pertinent factors

1. Enrollment
2. Scheduled activities of the building
3. Task (s)

Clean a classroom	20 Minutes
Clean Kitchen	20 Minutes
Restroom Fixtures	2 ½ Minutes/Fixture

Kindergarten	30 Minutes
Clean Office Area	10 Minutes
Clean Multi-Purpose Room	18 Minutes
1,200 sq. ft. of corridor	5 Minutes

### **Determination of the Supervisor of Facilities Management**

1. The Executive Director of Human Resources will post vacancies.
2. The Executive Director of Human Resources will collect and collate all letters of interest as well as provide the Supervisor of Facilities Management the list of candidates that have substituted.
3. The Supervisor of Facilities Management will review the prospective candidates' files with the Building Administrator.
4. The Building Administrator will put together an interview team consisting of at least 3 people and conduct interviews.
5. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
6. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Supervisor of Facilities Management for review.
7. The Supervisor of Facilities Management will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.
8. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Executive Director of Human Resources, the Supervisor of Facilities Management and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.
9. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

10. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

11. The Superintendent will present the name of the candidate(s) to the Board of Education.

12. The Board of Education will take official action to accept or reject the candidate under consideration.

13. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

### **Minimum Performance Standards**

1. Cleaning Normal Classroom – empty trash and pencil sharpener, sweep, dust-mop – vacuum floor; clean wash basins and/or toilets when located in room; if needed, spot mop.
2. Cleaning Kitchens – Cafeteria Area – floors in kitchen mopped daily; restrooms cleaned; trash emptied; filters in exhaust system cleaned when needed; store rooms cleaned as needed; cafeteria tables set up; floor mopped and/or spot mopped as needed.
3. Gyms – Multi Purpose Rooms – sweep floors; dust window areas; clean stage if in area; spot mop as required.
4. Kindergarten – 1<sup>st</sup> Grade – clean; dust flat surfaces; remove trash; when necessary or requested, wash desks; clean all wash basins and toilets in room with disinfectant cleaner; supply towels and toilet paper as needed.
5. Restrooms – each fixture to be cleaned with disinfectant cleaner; mirrors cleaned daily; floor mopped with disinfectant cleaner; towel cabinets wiped off; walls washed as needed; graffiti removed from walls and stalls; supply towels and toilet paper.
6. Office Areas – sweep; dust mop; vacuum as needed; empty all trash; dust flat surfaces; phones to be cleaned when needed with alcohol; restroom fixtures and floors to be cleaned with disinfectant; clean mirrors and towel cabinets; supply towels and toilet paper.

7. Halls-Stairs-Doorways – dust mop; sweep, wash marks from walls, lockers; clean drinking fountains with germicidal cleaner; mop when necessary; doorways swept.
8. Lockers-Shower Rooms- Coach’s Offices – all floors, showers, toilet facilities to be washed and mopped with germicidal cleaner; flat surfaces to be dusted; lockers kept in good repair; help during athletic events.
9. Responsible for the proper cleaning and appearance of area of responsibility, which includes replacing lightbulbs, washing windows, scrubbing and waxing when time allows, assisting for set-up of activities in building, and other custodial duties as assigned by the building principal. Before being regularly employed, the applicant must successfully pass a physical examination as prescribed by the Board of Education. The District will be responsible for the expense of this examination.

### **Secretarial Employment**

A secretarial computer examination will be administered at a designated time by the Personnel Office. This is a computer generated test, focusing on business math, filing, spelling, Microsoft Excel and Word, and or other programs that are deemed necessary for employment. A minimum score of 80 is required to be placed on the final interview list.

Secretarial test scores shall be valid for one (1) school year, July 1 thru June 30.

Any secretarial substitute or applicant may retest in order to be considered for full-time employment when the tests are given if they are among the top 5 candidates recommended for an interview from the building level interviews.

1. The Executive Director of Human Resources will post vacancies for presently employed personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.
2. Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.
3. The Building Administrator will develop an interview committee of at least 3 people.
4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.

5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to the Executive Director of Human Resources for review.

6. The top 5 candidates recommended will be notified by the Human Resources Department and will be scheduled to take the secretarial computer test. A minimum score of 80 is required to be placed on the interview list.

7. The candidates receiving a score of 80 or better on the secretarial computer test shall be notified by the Personnel Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.

8. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.

9. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

10. The Superintendent will present the name of the candidate(s) to the Board of Education.

11. The Board of Education will take official action to accept or reject the candidate under consideration.

12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

### **Paraprofessional Employment, Including Title I Aides, Library Aides**

1. The Executive Director of Human Resources will post vacancies for presently employed (full time) personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.

2. The Director or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.
3. The Building Administrator will develop an interview committee consisting of the Department Chair and content specialist at the High School and Junior High. At the elementary/intermediate level, the interview committee will consist of the Building Administrator, Assistant Administrator and a grade level representative or content specialist if it is a Title I Paraprofessional.
4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded to Executive Director of Human Resources for review.
6. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with Superintendent or Designee, the Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.
7. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.
8. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.
9. The Superintendent will present the name of the candidate(s) to the Board of Education.
10. The Board of Education will take official action to accept or reject the candidate under consideration.
11. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

### **Campus Monitor Position**

1. The Executive Director of Human Resources will post vacancies for presently employed personnel who may wish to transfer. Those positions remaining open, following each vacancy posting period, shall be available for interviews of candidates for said positions.
2. The Director of Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to Building Administrator where the position exists. If the location is not known, Superintendent will choose a Building Administrator for step 3.
3. The Building Administrator will develop an interview committee consisting of at least 3 people.
4. The candidates selected by the Building Administrator and interview committee shall be notified by the Building Administrator of an interview appointment. This represents a Tier 1 interview. Those candidates not chosen for an interview will be notified by the Building Administrator.
5. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The interview team will also rank the candidates in numerical order with 1 being the highest rank. The summarization and ranking will be confidential and forwarded Education Executive Director of Human Resources for review.
6. The Building Administrator will submit to the Executive Director of Human Resources the top 3 candidates (if 3 are available) to interview.
7. The top 3 candidates recommended shall be notified by the Human Resources Office of an interview appointment(s) with the Superintendent or Designee, Executive Director of Human Resources, and the Building Administrator (if possible) or another Building Administrator at the same level where the position exists.
8. Following the interview of all selected candidates, a summarization will be made by each interview team member indicating the reason or reasons for recommending one candidate as opposed to the other(s). The summarization will be confidential and forwarded to the Executive Director of Human Resources for review.
9. The Executive Director of Human Resources will present the name of the candidate(s) and information in regard to suitability to perform required duties to the Superintendent.

10. The Superintendent will present the name of the candidate(s) to the Board of Education.

11. The Board of Education will take official action to accept or reject the candidate under consideration.

12. The Executive Director of Human Resources will notify the successful candidate of their employment after the Board Meeting. The Executive Director of Human Resources will also notify the unsuccessful candidates by email, if possible.

No commitment shall be made or implied by any person as to the possibilities of any applicant being selected for appointment into a position prior to such time as authorized by the Board of Education.

**Crafts Personnel Employment** (Carpenters, Chauffeurs, Laborers and Painters)

Candidates for craft positions shall be obtained in cooperation with the union local representing the area of need.

Adopted: 09/11/2007

Revised: 03/13/2012, 03/28/2013, 03/13/2014, 05/24/2016, 11/14/2017, 08/28/2018, 10/13/2020, 07/13/2021