

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 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 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.

Presently Employed Personnel Wishing to Transfer to an Open Position

1. The Director of Human Resources will post vacancies.
2. The Director of Human Resources will collect and collate all transfer requests from currently employed staff.
3. The Director of Human Resources will provide the respective departmental supervisor (Director of Special Education, Director of Elementary Education, or Director of Secondary Education) where the position exists, a list of the candidates that expressed an interest in transferring to an open position.
4. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists.
5. The Director of Special Education, Elementary Education, or Secondary Education will recommend to the Director of Human Resources the candidate chosen to fill the vacancy.
6. The Director of Human Resources will notify the candidate in writing that their transfer has been approved.

Filling of Vacancies /New Teaching Position

1. The 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 or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the respective departmental supervisor (Director of Special Education, Director of Elementary Education, or Director of Secondary Education) where the position exists.
3. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists, if this is known. If the location is not known, the Director of Special Education, Elementary Education, or Secondary Education will choose a Building Principal for step 4.
4. The Building Principal will develop an interview committee consisting of the Building Principal, Assistant Principal(if applicable), and the Department Chair/Content Specialist or a Grade Level Representative(elementary/intermediate level).
5. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
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 Director of Special Education, Elementary Education, or Secondary Education for review.
7. The Director of Special Education, Elementary Education, or Secondary Education will submit to the 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 Director of Human Resources, the respective departmental supervisor and the Building Principal (if possible) or another Building Principal 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 Director of Human Resources for review.
10. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education. When situations require the use of substitute or temporary personnel, said person may be assigned by the 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 Director of Human Resources will post vacancies.
2. The Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.
3. The 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 Respective Director and the Building Principals will select and interview prospective candidates for the available positions.
5. The Athletic Director will recommend to the Respective Director the candidate chosen to fill the vacancy.
6. The Respective Director will recommend to the Director of Human Resources the candidate chosen to fill the vacancy.
7. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

Assignment of Department Heads/Club Sponsors

1. The Director of Human Resources will post vacancies.
2. The Director of Human Resources will collect and collate all letters of interest from currently employed staff as well as outside candidates.
3. The Director of Human Resources will provide the Director of Special Education, Director of Elementary Education, or Director of Secondary Education where the position exists, a list of the candidates that expressed an interest in transferring to an open position.
4. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists.
5. The Building Principal will select and conduct interviews and make a recommendation to the Director of Special Education, Elementary Education, or Secondary Education.
6. The Director of Special Education, Elementary Education, or Secondary Education will make a recommendation to the Director of Human Resources the candidate chosen to fill the vacancy.
7. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

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

1. The Director of Human Resources will post vacancies.
2. The Director of Human Resources will collect and collate all letters of interest from currently employed staff.
3. The Director of Human Resources will provide the respective departmental supervisor (Director of Special Education, Director of Elementary Education, or Director of Secondary Education) where the position exists a list of the candidates that expressed an interest in the Department Head Position.

4. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal.
5. The Building Principal will select and conduct interviews and make a recommendation to the Director of Special Education, Elementary Education, or Secondary Education.
6. The Director of Special Education, Elementary Education, or Secondary Education will recommend to the Director of Human Resources the candidate chosen to fill the vacancy.
7. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

Elementary Club Sponsors

1. The Building Principal will forward their recommendations to the Director of Elementary.
2. The Director of Elementary education will provide the Director of Human Resources the candidates chosen to fill the vacancy.
3. The 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.
4. The Superintendent will present the name of the candidate(s) to the Board of Education.
5. 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. If deemed advisable, candidates for any position may be interviewed 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 Director of Food Services will notify the Director of Human resources of vacancies or additional needs.
 2. The Director of Food Services will handle all internal cafeteria bidding.
 3. The Director of Human Resources will collect and collate all letters of interest as well as provide the Director of Food Services the list of candidates that have substituted in the Food Services Department.
 4. The Director of Food Services will review the prospective candidates' files with the Building Principal.
 5. The Building Principal will put together an interview team consisting of at least 3 people and conduct interviews.
 6. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
 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 Director of Food Services for review.
 8. The Director of Food Services will submit to the 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 Personnel Office of an interview appointment(s) with the Director of Human Resources, the respective departmental supervisor and the Building Principal (if possible) or another Building Principal at the same level where the position exists.
 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 Director of Human Resources for review.

11. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

Custodian Employment

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

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
4. Determination of the Director of Buildings and Grounds
 1. The Director of Human resources will post vacancies.
 2. The Director of Human Resources will collect and collate all letters of interest as well as provide the Director of Buildings and Grounds the list of candidates that have substituted.
 3. The Director of Buildings and Grounds will review the prospective candidates' files with the Building Principal.
 4. The Building Principal will put together an interview team consisting of at least 3 people and conduct interviews.
 5. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
 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 Director of Building and Grounds for review.

7. The Director of Building and Grounds will submit to the 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 Personnel Office of an interview appointment(s) with the Director of Human Resources, the Director of Building and Grounds and the Building Principal (if possible) or another Building Principal 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 Director of Human Resources for review.
10. The 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.

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. If deemed advisable, candidates for any position may be interviewed 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 – 1st 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 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 or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the respective departmental supervisor (Director of Special Education, Director of Elementary Education, or Director of Secondary Education) where the position exists.
3. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists, if this is known. If the location is not known, the Director of Special Education, Elementary Education, or Secondary Education will choose a Building Principal for step 4.
4. The Building Principal will develop an interview committee of at least 3 people.
5. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
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 Director of Special Education, Elementary Education, or Secondary Education for review.
7. The Director of Special Education, Elementary Education, or Secondary Education will submit to the Director of Human Resources the top 5 candidates (if 5 are available) to interview.
8. 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.
9. 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 Director of Human Resources, the respective departmental supervisor and the Building Principal (if possible) or another Building Principal at the same level where the position exists.
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 Director of Human Resources for review.

11. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

Paraprofessional Employment, Including Title I Aides, Library Aides

1. The 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 respective departmental supervisor (Director of Special Education, Director of Elementary Education, or Director of Secondary Education) where the position exists.
3. The Director of Special Education, Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists, if this is known. If the location is not known, the Director of Special Education, Elementary Education, or Secondary Education will choose a Building Principal for step 4.
4. The Building Principal 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 Principal, Assistant Principal and a grade level representative or content specialist if it is a Title I Paraprofessional.
5. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
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 Director of Special Education, Elementary Education, or Secondary Education for review.

7. The Director of Special Education, Elementary Education, or Secondary Education will submit to the 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 Personnel Office of an interview appointment(s) with the Director of Human Resources, the respective departmental supervisor and the Building Principal (if possible) or another Building Principal 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 Director of Human Resources for review.
10. The 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.

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. If deemed advisable, candidates for any position may be interviewed by the Board of Education.

Campus Monitor Position

1. The 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 or Human Resources will select the files of qualified candidates that indicated an interest in the posted position and give them to the respective departmental supervisor (Director of Elementary Education, or Director of Secondary Education) where the position exists.
3. The Director of Elementary Education, or Secondary Education will review the prospective candidates' files with the Building Principal where the vacancy exists, if this is known. If the location is not known, the Director of Elementary Education, or Secondary Education will choose a Building Principal for step 4.

4. The Building Principal will develop an interview committee consisting of at least 3 people.
5. The candidates selected by the Building Principal and interview committee shall be notified by the Building Principal of an interview appointment.
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 Director of Elementary Education, or Secondary Education for review.
7. The Director of Elementary Education, or Secondary Education will submit to the 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 Personnel Office of an interview appointment(s) with the Director of Human Resources, the respective departmental supervisor and the Building Principal (if possible) or another Building Principal 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 Director of Human Resources for review.
10. The 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.

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. If deemed advisable, candidates for any position may be interviewed 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: 9/11/2007

Revised: 3/13/2012, 3/28/2013, 3/13/2014, 5/24/2016