

## PROCEDURE FOR HIRING CERTIFIED STAFF

1. The person resigning submits a letter of resignation to the **superintendent**, who gives it to **Kerry O'Shaughnessy**. The **principal** sends it if it has been given to him or her.
2. The **principal** sends a pink requisition form to **Kerry O'Shaughnessy**.
3. Upon receipt of the requisition form and the resignation letter, **Kerry O'Shaughnessy** prepares a posting and advertises if necessary. Both a letter of resignation and a requisition must have been submitted before a position can be posted (unless the position is a newly created one in which case only the requisition is required). After the position is posted for **five days**, the **principal** can hire someone from outside of the district. Waiting five days is not necessary if transferring someone into the position.
4. Applications for that position are sent to the **principal**.
5. The **principal** begins interviewing. He or she (and/or curriculum director) completes a green interview sheet for each candidate and, using the telephone reference form, checks all references.
6. While interviewing, the **principal** ensures that all needed materials (i.e., graduate and undergraduate transcripts, letters of reference, cover letter and resume, copy of certification, CORI Form and Nomination Form) are in the application packet and checks to see that the resume includes information about full and part-time past positions. The principal's (and any other school-level interviewers') interview sheets and telephone reference forms are attached to the candidate's application packet.
7. The **principal** decides on a finalist (or finalists), and calls **Kerry O'Shaughnessy** with the finalist's name, position information, and telephone number. The **principal** immediately sends the completed packet to **Kerry O'Shaughnessy** via interoffice mail.
8. The **principal** directs the finalist to call the **superintendent's office** as soon as possible to set up a time for an interview.
9. **Kerry O'Shaughnessy** adds a blank interview sheet and a finalist interview form to the application materials and has them ready for the **superintendent** before the candidate's appointment time.
10. The **superintendent** completes the interview sheet and both sides of the final interview form.
11. After the interview, the **superintendent** gives the materials back to **Kerry O'Shaughnessy** with the start date, and rate of pay.
12. The **superintendent** contacts the **principal and curriculum director** with his or her approval of the recommendation.
13. The **principal** offers the position to the successful candidate in writing or verbally, then contacts the superintendent or **Kerry O'Shaughnessy** when he or she has a verbal acceptance.
14. The **principal** sends position-filled letters to all interviewed candidates who were not hired.
15. **Kerry O'Shaughnessy** prepares the contract and obtains the **superintendent's** signature and sends the CORI form to the Criminal History Systems Bureau.
16. The contract (original and one copy) is forwarded to the prospective employee, principal and curriculum director with directions to sign and contact **Nancy Foss**.
17. **Nancy Foss** is responsible for W-4s, I 9s, physical exam forms, retirement forms and health insurance contacts.