

CASWELL COUNTY SCHOOLS

Hiring Process

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Personnel Department

CASWELL COUNTY SCHOOLS HIRING PROCESS

I. PURPOSE

The purpose of these procedures is to establish a uniform process for selecting applicants to fill vacant positions. Each step in the process is designed to (a) ensure a consistent approach to identifying the most qualified individuals for the particular position, and (b) minimize the potential for claims of bias, favoritism or unlawful considerations against the school district or individuals involved in the hiring process.

II. RECRUITMENT

Human Resources will coordinate the development and implementation of the Caswell County School System recruitment plan. The goal of the plan is to establish a framework for creating the largest pool of qualified applicants for all vacant positions from the widest possible geographic area. To that end, Human Resources will employ the following methods, among others:

- Extensive advertising, through Caswell County Schools webpage, NCDPI School Jobs, Teacher-Teacher.com and other publications;
- Developing professional liaisons with selected colleges and universities;
- Recruitment Fairs;
- Promoting teaching as a career among students and employees;
- Exploring alternative or non-traditional candidate pools to increase the pool of teacher candidates.

III. VACANCY POSTING

- Once notified of a vacancy in writing, the vacancy will be posted and will remain posted for 10 days.

IV. APPLICATIONS PROCESSING AND SCREENING

- Applications.** Applications are received from candidates on an ongoing basis TeacherMatch. Classified applicants are encouraged to complete an online application, however, paper copies are accepted.
- Application Pre-Screening/Review.** The HR Director is responsible for collecting, reviewing, and selecting candidates for an interview. If a position is in a specialized area that is assigned on a district-wide basis then the administrator in charge of the special area may be asked to assist in the review and pre-screening process.
- Equal Employment Opportunity.** The Caswell County Board of Education is an equal opportunity employer. Administrators involved in the hiring process must not discriminate against any applicant on the basis of race, color, national origin, ancestry, citizenship status, age, gender, marital status, physical or mental disability, religion, sexual orientation, parental status, or any other unlawful basis.

V. INTERVIEW PROCESS

- A. **Scheduling Interviews.** The principal or director will contact selected applicants and request the following documents at the time of the interview:

Certified Position (most items are already included with application)

- A signed copy of the online application,
- 3 reference letters (References from relatives or personal friends are not acceptable; letters must match references listed on the application),
- official transcripts,
- a copy of Pearson, Praxis, or NTE scores,
- and a copy of NC teaching license, out-of-state license(s), or proof of eligibility for a license, and
- Onsite sign a criminal history background consent form.

Classified Position

- Signed copy of the online application,
- Copy of diploma, transcripts, licenses, and/or certificates;
- 3 professional reference letters (References from relatives or personal friends are not acceptable; letters must match references listed on the application) any other pertinent information and/or documents, and
- onsite sign a criminal history background consent form.

- B. **Candidates.** Candidates will be forward to the hiring School Administrator or hiring Director from the Human Resources Department.

- C. **Interview Teams.** An interview team will be established by the hiring administrator in charge of the vacancy. The interview team may consist of administrators and teachers. A **minimum of three (3) individuals** is recommended to serve on the interview team. Each interview team should be diverse in terms of race, ethnicity, and gender to the extent of practicable. A minimum of three candidates must be interviewed for each vacant position, if available and eligible. For specialized positions, such as Media and Technology, the IT Director should be included as part of the Interview Team members.

If the administrator chooses to interview without an interview team, the HR Director should be contacted.

- D. **Interview Questions.** The interview team will create a list of interview questions that will be asked of each candidate.
- E. **Discussion of Candidates.** After the interviews have been completed, the interview team should discuss the strengths and limitations of the candidates. If a candidate is not selected, the hiring process will start over.
- F. **Check References.** The administrator must check **all references** before recommending a candidate for hire.
- G. **Background Check Form:** Please have the candidate complete a Background Check Form.

VI. RECOMMENDATION FOR HIRE

The administrator recommending an individual for hire will complete a “***Hiring Recommendation Form and the Applicants Interviewed Form.***” All hiring forms and recommendation(s) must be forwarded to the Director of Human Resources at least **one (1) week** prior to the next scheduled Board of Education Meeting for consideration. Late recommendations will be held.

VII. OFFERS OF EMPLOYMENT/PROCESSING

Offers of acceptance are extended to the candidate by the Director of Human Resources.

VIII. CANDIDATES NOT SELECTED

After a candidate has accepted an offer, letters of regret will be sent from the Human Resources Office to those applicants who were interviewed but not selected.

Caswell County Schools NEW HIRE RECOMMENDATION FORM

Please check appropriate area(s):

Retired Administrator Teacher Support

The following person is recommended for employment with Caswell County Schools:

Name	
Position/Assignment	
Location	
Replacement of	
Requested Starting Date	
Please indicate: Part-Time, Full-Time, Temporary, etc.	
Number of hours expected to work weekly	

I have made verbal contact with the following references on the applicant being recommended:

Name/Supervisory Role to Applicant	
Name/Supervisory Role to Applicant	
Name/Supervisory Role to Applicant	

Comments:	
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Applicants Interviewed form is attached.

Signature of Principal/Supervisor	
Date	

TO BE COMPLETED BY PERSONNEL

Applicant has been contacted about this recommendation as of Date:	<p>Accepted if approved by the Board _____ Date: _____</p> <p>Declined position _____ Date: _____</p> <p>Board Approved _____ Date: _____</p>
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Return form to the Personnel Office after interviews have been completed and a recommendation has been decided.

Caswell County Schools

APPLICANTS INTERVIEWED FOR POSITION FORM

Position	
Location	

Person Recommended:	
2nd Choice	
3rd Choice	

<i>Persons Interviewed Listed Below</i>		
Name	Address	Date Interviewed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

(Must be attached to ALL recommendation forms - New Hires)

Signature of Principal/Supervisor	
Date	

Return form to the Personnel Office after interviews have been completed, all references checked, and a recommendation has been decided.

EDWARDS & ASSOCIATES LLC
P.O. BOX 805
MOUNT AIRY, N.C. 27030
PHONE: 3367861962
FAX: 3367896779
Email: edwardsassoc@surry.net

Full Name (including maiden) _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Driving License: State: _____ Number: _____

Please check one of the following:

_____ I have **not been charged or convicted** of a misdemeanor or felony within the past 20 years

_____ **I have been charged or convicted** of a misdemeanor or felony within the past 20 years.

Please indicate the date, location, charges and disposition of all cases. Failure to do so may be legitimate reason to terminated employment:

Signature: _____

I hereby authorize Edwards & Associates for Caswell County Schools to conduct a comprehensive review of my background which may include a consumer report, MVR, criminal history and other reports as deemed necessary by Caswell County. I understand that the scope of the consumer report/investigative consumer report may include but is not limited to verification of social security number; current and previous addresses; employment history; education; character references; criminal history for all jurisdictions; motor vehicle records; and all other public documents required. I further authorize any individual, company, firm, corporation or public agency to divulge any and all information, verbal or written, pertaining to me to EDWARDS & ASSOCIATES, for Caswell County Schools and its agents.

I hereby release Edwards & Associates, and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time result to me, my heirs, family, or associates because of compliance with this authorization and request release.

Signature: _____ Date: _____