

## PROCESS FOR THE HIRING OF SUPPORT<sup>1</sup> STAFF IN SAU #83

1. Upon notification of the open position, the Supervisor of the position provides the SAU Administrative Assistant with the job description (if one does not already exist) and language for advertising the position. The SAU Administrative Assistant will post the position at the Ellis School building, on the SAU 83 website, on edjobsnh.com, and at the SAU as directed through the job opening creation process (TBD at this time).
1. The applicant supplies all of the necessary application materials to the SAU Administrative Assistant who will make copies of the packets as they come in and then forward the completed packets to the Supervisor responsible for the first round of interviews. The SAU Administrative Assistant will send a postcard to all applicants to acknowledge receipt of their materials and for any applicant whose packets are not complete, s/he will ask them to supply the missing materials.
  - When fully completed, an applicant's packet for *secretary* or *para-educator* shall consist of:
    - A cover letter
    - An SAU 83 employment application (This can be pulled off of the SAU 83 website.)
    - A resume
    - 3 current (within the past year) references
    - A copy of relevant certifications
    - Copies of any college transcripts if applying for a certified position only. (Originals will be required for the personnel file.)
    - Other relevant information as requested
    - Completed phone reference forms from conversations with 3 different references (added to the packet by the Supervisor when completed)
  - When fully completed, an applicant's packet for *custodian* shall consist of:
    - An SAU 83 employment application (This can be pulled off of the SAU 83 website.)
    - 3 current (within the past year) references
    - Other relevant information as requested
    - Completed phone reference forms from conversations with 3 different references (added to the packet by the Supervisor when completed)
2. The Supervisor arranges with a trusted party not involved in the interview and/or decision-making process surrounding this position to search the Internet for any concerning material related to the candidates being interviewed. This person will submit a report to the Supervisor only. It will state only any extraordinary items of concern and will not include any information regarding the
  - Private organizations he or she belongs to
  - Religious affiliations
  - Date of birth (except when that information is required for satisfying minimum age requirements)
  - Lineage, ancestry, national origin, descent, parentage, race, or nationality
  - Names and addresses of relatives other than a spouse and dependent children
  - Sex, sexual orientation, or marital status
  - Height or weight, unless you can show that information is justified by business necessity
  - Physical or mental disabilities
3. If appropriate and doable, the Supervisor does not interview alone but brings a group of Stakeholders together for the vetting of candidates. After phone references are completed and recorded, and the online

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<sup>1</sup> Support refers to all personnel positions on ESSS CBA contracts.

screening is done by the neutral party, the Stakeholder team then thoroughly reviews the application materials for each candidate to choose several suitable candidates to interview.

4. The Supervisor schedules interviews at a time convenient to all parties involved.
5. The Stakeholders meet to plan the interview process and plan the interview questions prior to the first interview.
  - Participants in the interview process must agree to the confidentiality of the interview process.
  - Participants must be educated on what they can and cannot ask of the candidate in the interview.
  - Participants must learn what the roles and behavior expectations are for the interview.
6. The Stakeholders interview the candidates. After the final interview, the Stakeholders discuss to strengths and weaknesses of each candidate and decide which, if any, shall be sent to the Superintendent for the next interview.
7. The Superintendent will review the materials and arranges for interviews.
8. The Superintendent interviews the candidates and has a post-interview discussion with the Supervisor regarding the interviewees for his/her opinion on which candidate s/he prefers.
9. The Superintendent determines which candidate(s) to nominate to the Board and informs the supervisor of her decision. The Superintendent negotiates salary with the candidate and puts the candidate's nomination on the agenda for the next Board meeting.
10. The Superintendent presents the candidate's contract for approval at the next school board meeting.
11. The candidate's contract is signed or rejected by the Board.
12. If the contract is approved, then the Superintendent gives the signed contract to SAU Administrative Assistant.
13. The Administrative Assistant and sets up the personnel file and gives it to the Business Administrator.
14. The Business Administrator calls the new hire and sets up an appointment to complete the necessary paperwork to begin employment.
15. The Business Administrator notifies the Supervisor that the new hire is conditionally approved and "in process," and will notify the new hire and the Administrator when s/he is eligible to begin employment.
16. After the new hire is eligible to begin employment (or if there is a delay in the process), the SAU Administrative Assistant or Business Administrator will notify the Candidate, Supervisor, Ellis Main Office Secretary, District Technology Director, and Website Coordinator of the new hire's change of status (ready-to-work). S/he will also provide the new hire's proper name for the creation of an email account, if appropriate.
17. The Director of Technology and Supervisor will confer and determine whether or not the new hire will be given an email address.