



MAGNOLIA PUBLIC SCHOOLS

Board Of Directors

Board Agenda Item #	II D
Date:	October 8, 2015
To:	Board of Directors
From:	Terri Boatman, Director of Human Resources
Staff Lead:	Andy Gokce, Chief of Staff
RE:	Approval of the Hiring Policy

Proposed Board Recommendation

I move that the Board approves the hiring policy.

Background

The new hiring policy replaces the old policy and clearly outlines the following:

- Approval process for budgeted back fills and adds-to-staff.
- Outlines the requirements for consideration of internal transfers.
- Outlines the use of an application for all candidates.
- Specifies who is to be included in the interview process.
- States the requirements that candidates cannot start prior to the completion of all pre-employment activities.

Budget Implications

None

Name of Staff Originator:

Andy Gokce, Chief of Staff

Attachments

None



Hiring Process

Purpose

Magnolia Public Schools is committed to employ, in its best judgment, the best qualified candidates for approved company positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of Magnolia Public Schools to provide equal employment opportunity for employment to all applicants and employees. The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

Replacement requisition: Indicates a position that has been vacated by the transfer or termination of a current, regular employee. These requisitions are opened for the same or comparable position (including salary structure) as the employee who vacated the position. Replacement requisitions do not require approval from home office, but Principals should notify HR that they will begin recruitment.

Add-to-head-count requisition: Indicates a new position is being created and there is not a current, regular employee in the position. This requisition requires approval from the CEO and CFO. A justification for the position must be submitted to human resources prior to opening the position in Coolsis.

Recruitment Process

The principal submits an approved, completed request in Coolsis and notifies the HR department. The HR department will assist in tracking and reporting. In certain instances, recruiting for a particular position may be done at the home office.

Potential recruitment sources include:

Internet advertising (EdJoin or Teachers-Teachers.com)

Internet search.

Temporary agency.

Employee referral.

LinkedIn.

The Principal will identify the most appropriate candidates for interviewing. Candidates should meet the minimum requirements for the position.

Selection Process

Internal transfers

Employees who have been in their current position for at least six months, have received a favorable rating on their evaluations and have no corrective actions in their file, may apply for internal job openings. This requirement may be waived with the consent of the employee's manager and the HR department.

Employees must complete submit a letter of interest and resume to the Director HR before the closing date.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department. After a transfer to a new position, employees will begin a probationary period for the new position.

External Hires

Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The HR department is available to advise hiring managers on interview techniques and final candidate selection.

All candidates to be interviewed must first complete a Magnolia Public Schools job application. References checks and background checks will be conducted for the selected final candidate. Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.). The hiring manager will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment for the candidate. Upon receipt of an offer letter signed by the candidate, and where applicable, the upload of all needed documents, HR will send the At-Will agreement and notify IT to open the email and Coolsis accounts.

Interview process

For all school level positions, candidates must be interviewed at a minimum of two levels down into the organization. For example, a Principal and Dean or Principal and Vice-Principal will interview for all full and part-time positions.

For any position that reports directly to the Principal, the appropriate CMO staff member must be included in the selection process.

Principal and Assistant Principal candidates must be interviewed by the Chief Academic Officer.

Panel interviews will be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended. After the team completes the interview process, the

results of the interview should be forwarded to the hiring manager/supervisor for review. The hiring manager or supervisor has the authority to make the hiring decision.

All applications and resumes of applicants not selected must be kept on file in accordance with the organization's HR Document retention policy.

Reference checks, criminal background checks, and TB Test

Hiring Managers will check personal/professional references for all candidates.

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks, criminal background checks, and review of TB results. No candidate may start before any of these components have been received and deemed satisfactory.