



# EL CAMINO REAL CHARTER HIGH SCHOOL

*A California Distinguished School*

5440 Valley Circle Boulevard  
Woodland Hills, California 91367  
818.595.7500 TEL; 818.595.7501 FAX

www.ecrchs.net

BRAD WRIGHT  
*Board Chair*

DAVID HUSSEY  
*Executive Director*

## Hiring Procedure at El Camino Real Charter High School

The hiring process at El Camino Real Charter High School aims to select dedicated professionals who align with our school's values and commitment to excellence in education.

1. Job Description Review and Approval
  - a. Review and update the job description to accurately reflect the role's responsibilities, requirements, and expectations.
  - b. Ensure that the salary table for the position is approved and confirm that the salary range is competitive and aligns with industry standards and organizational budget constraints.
  - c. Create and submit a new hire requisition form with the position information, and job description.
  - d. Submit the new hire requisition form to the Executive Director and Chief Business Officer for approval.
2. Position Posting
  - a. Once the new hire requisition form is approved
  - b. Create the job posting.
  - c. Post the position on Indeed and Edjoin
  - d. Internally announce the job vacancy, specifying the updated job description, salary range, and application details.
  - e. Keep the job post active for 2 weeks to allow sufficient time for interested candidates to apply.
3. Resume Screening
  - a. Gather all the qualified resumes for review and pre-screen the resumes.
  - b. Review resumes for key qualifications, experience, and skills that directly align with the job requirements stated in the job description.
4. Selecting the Interview Panel
  - a. Select panel members with diverse perspectives and expertise relevant to the position.
    - i. Panel members may consist of staff, teachers, union, human resources and leadership employees.
5. Human Resources schedules interviews with the selected candidates
6. Interview Preparation
  - a. To ensure that all questions are legal, fair, and appropriate, Human Resources and the hiring committee prepares a set of questions that focus on job-related criteria. The

*The mission of ECRCHS is to prepare our diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students' unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences.*

interview questions are based on essential competencies, qualifications, and traits needed for the role.

- b. The interview questions are open-ended questions that assess the candidate's experience, skills, and fit for the role. (behavioral and situational to assess knowledge, skills, and abilities).
  - i. Ensure questions are fair and free from any discriminatory language or intent.
  - ii. Include questions that assess how well candidates align with the company's values and culture.
- c. Ensure each candidate is asked the same set of questions to maintain consistency in the interview process.

#### 7. First Round of Interviews

- a. Panel members review and sign a confidentiality statement to maintain candidate privacy.
- b. Explain how to rank the candidate using the candidate ranking sheet.
- c. Conduct structured interviews with shortlisted candidates using the predefined questions and rating scales.
- d. Rate the interviewee's responses on a scale of 1-3 and provide rationale.
  - i. 1 – Weak
  - ii. 2 – Good
  - iii. 3 – Excellent
- e. After the candidate leaves, panel members should finish their notes and complete the Individual Ranking Forms.
- f. After all candidates have been interviewed, the panel members share their ratings/rankings. It is important to consider the input and perspective of other panel members, but the panel member's rating must be his or her own. Each panel member individually rates the candidates based on predetermined criteria.
- g. Each panel member shares their top candidates, and the selections are tallied to determine the top candidates for the second round of interviews.
- h. Human Resources collects ranking sheets and interview notes.

#### 8. Second Round of Interviews

- a. The same panel conducts the second interview, asking a set of different questions, typically situational, to further assess the candidates.
- b. Rate the interviewee's responses on a scale of 1-3 and provide rationale.
  - i. 1 – Weak
  - ii. 2 – Good
  - iii. 3 – Excellent
- c. After the candidate leaves, panel members should finish their notes and complete the Individual Ranking Forms.
- d. After all candidates have been interviewed, the panel members can share their ratings/rankings. It is important to consider the input and perspective of other panel members, but the panel member's rating must be his or her own. Each panel member individually rates the candidates based on predetermined criteria.
- e. Human Resources collects ranking sheets and interview notes.

## 9. Final Decision

- a. After the second round of interviews, panel members discuss and compare the candidates to make a final decision on the most suitable candidate.
- b. Collaboratively determine the best candidate based on the overall assessment and interview performances.
- c. Once the candidate is selected, Human Resources or the Executive Director conducts a reference check.

## 10. Reference checks

- a. Before contacting references, ensure that candidates have provided consent for reference checks and have shared the contact information of their referees.
- b. Develop a set of structured questions to gather relevant information about the candidate's work performance, skills, strengths, areas for improvement, and overall suitability for the position.
- c. Reach out to the provided references via email or phone to schedule a convenient time for the reference check.
- d. Compare the feedback received with the candidate's resume, interview performance, and overall fit within the organization.

## 11. Share Feedback Internally

- a. Share the feedback obtained from reference checks with the hiring team or relevant stakeholders to inform the final hiring decision.
- b. Discuss the strengths and areas for improvement to gain a comprehensive understanding of the candidate.

## 12. Offer Approval and Onboarding:

- a. Ensure the offer letter, contract, or employment agreement is reviewed by the Executive Director or Designee
- b. All final employment agreements will need to be ratified by the Board.
- c. Send the candidate instructions for the background check and new hire paperwork.
- d. Initiate the onboarding process once the selected candidate accepts the offer and successfully completes the background check, ensuring a smooth transition for the new hire.