

Position Recruitment Request

To assist Human Resources in helping you advertise a position, please complete Page 1 immediately. Page 2 is required within 5 business days of submitting Page 1. Please refer to Recruitment Procedure List for instructions.

Position _____

Hiring Supervisor _____ Department _____

Location _____ Grade(s) _____

Recruitment to fill Current position New position FTE _____ (i.e. 1.0, 0.5, etc.)

Vacancy as of _____

This position is Permanent Temporary, assignment start/end dates _____

HRA submitted Yes # _____ Position Control # _____

Job description reviewed by _____ Date _____

Position requires Certificate/credential/special license _____ preferred required

Other (i.e. Bilingual, etc.) _____ preferred required

Recruitment Promotional (internal) only Open and promotional (internal and external)

Open date _____ Close date _____

Suggested Posting Venues (EdJoin is automatic): _____

Screening/Interviewing Teams (Members serving on subsequent teams is discouraged):

1. _____

3. _____

2. _____

Date and Time: _____

Screening-Criteria (Desired Skills-standards used for screening ranking):

Qualifications & Experience relevant to the position. Min. yrs of experience? _____

preferred required

Quality and tone of resume, especially as related to experience & education

Quality, tone and relevance of **3 letters** of recommendation (indicate below if less than three letters is acceptable)

____ Two letters _____ One letter

Quality, tone and relevance of letter of intent

Experience working with children and/or with disabilities

Other _____

Other _____

This information is not needed to post the position. Please provide it within 5 business days:

Selection process will include:

- (In addition to Screening)
- Interviews # _____
 - Skills/Performance test
 - Facilitate sample lesson plan
 - Writing exercise
 - Multiple choice test
 - Other _____

Interview questions, Testing instructions, and Rubric and tests (Submitted at least 5 days in advance)

Interview criteria (Stated on the interview ranking sheet):

1. Professional demeanor/ Communication skills
2. Skills/ Knowledge related to the positions (includes curiosity and initiative to learn what they don't know)
3. Collaboration/ Ability to balance stakeholders with varying interests
4. Empathy/ Ethics (student/family focused answers and processes)
5. General Impressions

Interviewing Teams (Members serving on subsequent teams is discouraged)

First interviewers

1 _____	4 _____
2 _____	5 _____
3 _____	6 _____
Date/Time _____	Interview length _____

Second interviewers

1 _____	
2 _____	
3 _____	
Date/Time _____	Interview length _____

Request Submitted by _____ Date _____

Department Approval _____ Date _____

HR Analyst Review _____ Date _____

HR Assistant SI Approval _____ Date _____