**Position Recruitment Request Page 1**

*Sonoma County Office of Education*

**To assist Human Resources in helping you advertise a position, please complete Page 1 immediately. Page 2 is not needed to post the position; please provide it within 5 business days.**

Position Title/Type

Hiring Supervisor

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

Grade(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recruitment to fill ❏ Current position ❏ New position FTE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ie. 1.0, 0.5, etc.)

❏ Vacancy as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

HRA submitted ❏ Yes #\_\_\_\_\_\_\_\_\_\_\_\_

Position Control # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job description ❏ Current ❏ Needs update ❏ Needs new

Job description reviewed by

Date

Position requires ❏ Certificate/credential

❏ Special license

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

Open date

Close date

On-line screening-Criteria (Desired Skills):

❏ Ability to learn and implement new skills: trainable

❏ Education as stated on the job description

❏ Education in a related field

❏ Effective written communication skills

❏ Experience relevant to the position

❏ Experience working with children and/or with disabilities

❏ Good customer service

❏ Holds required credential(s)/license

❏ Leadership

❏ NCLB Compliant

❏ Prior job experience

❏ Qualifications relevant to the position

❏ Submitted letter of intent

❏ Submitted 3 letters of recommendation

❏ Submitted resume

❏ Other Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❏ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❏ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Recruitment Request Page 2**

*Sonoma County Office of Education*

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

Selection process will include: ❏ Interview ❏ Skills/performance test

❏ Facilitate sample lesson plan ❏ Writing exercise

❏ Multiple choice test ❏ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interview questions (1st/2nd submitted at least 5 days in advance) ❏ Reviewed and submitted to HR

Testing instructions (at least 5 days in advance) ❏ Reviewed and submitted to HR

Provide rubric and tests (at least 5 days in advance) ❏ Reviewed and submitted to HR

Interview criteria:

 ❏ Is collaborative/a team player ❏ Efficiency

❏ Ability to manage time effectively ❏ Flexibility

❏ Ability to prioritize tasks effectively ❏ Leadership

❏ Ability to follow directions and routines ❏ Patience

❏ Ability to show compassion ❏ Reliability

❏ Ability to make independent decisions ❏ Good customer service

 ❏ Effective verbal/written communication skills

❏ Experience working with children and/or with disabilities

❏ Other experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ❏ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Screening/Interviewing Teams (Members may serve on subsequent teams):

Screeners 1

2

3 Date/Time

First interviewers 1

2

3 Date/Time

4

5

6 Interview length

Second interviewers 1

2

3

Date/Time

Interview length

Request submitted by

Date

HR Analyst review by

Date

Position(s) filled by Date \_\_\_\_\_