

Position Recruitment Request (PRR)

Step 1-Position Authorization

To assist Human Resources in helping you advertise a position, please complete page 1 immediately. The position authorization must be received before moving on to Step 2. 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.) Number of vacancies _____

Certificated Classified

Limited Term/Supplemental

Replacement for: _____

Temp, assignment start/end dates: _____

Vacancy as of _____

Budget Code(s): _____

If Grant Funded (Number of years and anticipated last date of contract): _____

Rationale for Position/Promotion. (If this is a Promotion then there is no need to fill out Step 2):

Effective date of change: _____

Approved (if grant funded) by: _____ **Date:** _____

Deputy Superintendent, Business Support Services

Approved by: _____ **Date:** _____

Assistant Superintendent for Department

Approved by: _____ **Date:** _____

Assistant Superintendent, Human Resources

Approved by: _____ **Date:** _____

Superintendent of Schools

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Step 2-Please complete the following 2 pages.

HRA submitted: Yes HRA#: _____ Position Control #: _____

Job description reviewed/and or approved 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)
 (Minimum of 5 days or more for ASCOE and SEIU and 10 working days for Certificated and Classified Management.)

Open date: _____ **Close date:** _____

Suggested Posting Venues (EdJoin is automatic): CASBO Facebook Handshake Indeed Job Link LinkedIn

Los Cien Other _____

HR Analysts will prescreen applicants in Edjoin based on required credentials and documents (Letter of Interest, Reference Letters(required for most positions) and Resume).

Screening Teams (Minimum number of screeners is 3 and should include depending on the position: ASCOE staff, Cert. Mgmt., Class. Mgmt. & SEIU staff. A meeting should be held with a rep from department management team and an HR Analyst to go over the process and what the department is looking for in an applicant):

1. _____ 4. _____

2. _____ 5. _____

3. _____ **Date and Time:** _____

Paper Screening-Criteria (List below and these will be added to EdJoin):

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Demonstrates interest and understanding of job description, position and role in our organization. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Qualifications align with specific job requirements | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Relevant Experience | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Required Skills | <input type="checkbox"/> Other: _____ |

Selection process must include 2 or more items listed below (2 interviews count as 2 items):

- Facilitate sample lesson plan Interviews # _____ (2 are required for most positions)
 Skills/Performance test Other _____

Interview questions, Testing instructions, and Rubric and Tests (Please provide interview questions **5 days before interview**)

Interview scores will be based on Rubric (0-4) and forced ranking criteria.

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Interviewing Teams: (ASCOE Rep. (only with on-site positions), Management Rep., SEIU Rep. and employee with a similar title or related experience. Including diverse panel member across departments). Minimum of 3 interviewers required and 2 interviews for most positions.

First interviewers: 1. _____ 4. _____
(Panel Lead)
2. _____ 5. _____
3. _____ 6. _____

Date/Time: _____ **Interview length:** _____

(Panel will meet at least 30 minutes prior to the first interview) (Allow enough time prior, in between and after interviews)

Second interviewers: 1. _____ 4. _____
(Panel Lead)
2. _____ 5. _____
3. _____ 6. _____

Date/Time: _____ **Interview length:** _____

(Panel will meet at least 30 minutes prior to the first interview) (Allow enough time prior, in between and after interviews)

Request Submitted by: _____ **Date:** _____

Department/Division Approval: _____ **Date:** _____

HR Analyst Review: _____ **Date:** _____

HR Credentials Analyst Review: _____ **Date:** _____
(*Certificated recruitments only*)

HR Assistant Superintendent Approval: _____ **Date:** _____