#401.2 HIRING PROCEDURES FOR ALL CONTRACTED ISD #94 EMPLOYEES

I. GENERAL STATEMENT OF POLICY

A. Determine the need for the position and identify appropriate job description and/or required licenses or certifications.

B. Obtain school board permission to post the position. If time is of the essence, post the position and get board permission later. No offer of employment should be made without stipulating that school board authorization and/or decision is necessary to finalize employment. Established coaching positions do not need board permission prior to posting. All postings for coaching positions shall follow District Policy #401.4.

C. If time is a limiting factor, a recent pool of applicants for a similar position is on file, that pool may be used to hire from once required internal posting requirements are attended. A recent applicant pool is defined as a pool created within the last three months.

D. In cases where a position needs to be filled immediately, a substitute may be hired until the hiring process can be completed.

E. All applicants will need to submit the following in order to be considered for employment:

1. Letter of application, resume, and other documents as specified in the position posting or follow-up application forms and letter sent to candidates. See additional teacher application requirements below.

2. Written or performance tests may be required.

3. Satisfactory results of a criminal background check.

4. Supervisor’s or employment committee’s background check, including references.

5. Any health or drug screening required by the district due to the nature of the position.

6. Any required driving record check.

7. Proof of required licensure or ability to obtain said license. The district may offer employment contingent upon obtaining proper licensure if application for licensure has been made. Failure to qualify for licensure or variance from the appropriate licensing agency will result in termination or a withdrawal of the employment offer.
8. Teaching applicants must include a certified copy of all university or college transcripts. Photocopies of transcripts will be allowed prior to offer of employment, but certified (original) transcripts must be provided within 30 days from the offer of employment. Any willful discrepancy between photocopies of credentials and certified credentials may be grounds for termination.

9. Program supervisor or the administrator determines the make-up of hiring committee and candidates are selected for interviews.

10. Program supervisor or committee narrows list of applicants.

11. Prior to screening, the program supervisor announces how many candidates will be selected for interviews. All candidates are screened on a 100-point scale with up to 10 points for candidates who qualify for veteran’s preference.

12. All Veteran Preference laws will be followed.

13. Written or performance tests may be required as a pre-screening of finalists to be interviewed.

14. Program supervisor or committee selects finalists. Interview questions are developed by program supervisor with help as a supervisor deems appropriate.

15. Interviews are conducted after the job closing date and program supervisor or committee determines final choice(s).

16. Candidate rankings from the interviews are kept on file, but individual notes and scorings from the members of the interview committee are destroyed.

17. Public Information:
   a. Candidates’ initial applications are confidential.
   b. Once finalists are selected for interviews, their identities are public information.
   c. See District Policy #406 regarding public and non-public data.

18. Offer for employment is made pending criminal background check and school board approval.

19. Information is put together for School Board approval.
   a. This information may vary from situation to situation, but it should include a rationale as to why this employee was selected. Care must be taken not to divulge unneeded information about the other candidates. Rankings and rating scales will not be presented to the school board.
b. Information sent to Central Office for teacher hires should include the following:

- Letter of Application
- Completed District Application form
- Resume
- All college and university transcripts
- A recommendation for step/lane placement
- Proof of appropriate licensure or eligibility for appropriate licensure and that application has been made with the State of Minnesota – Department of Education.

19. Candidates interviewed will be contacted by the program supervisor (rarely may be delegated) and informed of the hiring recommendation. Verbal contact is recommended, though written contact may be used. Candidates will be informed that hires are dependent upon school board approval and the successful completion of a criminal background check.

20. Once a candidate is given an offer of employment, they must go through an in-take process with the Central Administration Office.

II. REFERENCE CHECKS

A. Completion of the District’s online pre-employment application signifies District’s right to obtain pertinent information about the applicant. Applicants must complete the online application prior to having their references checked. Therefore, applicants brought in for interviews should complete the application at that time if they have not yet done so.

B. The hiring administrator or supervisor is responsible for verification of the applicant’s work background, attendance, performance, credentials, and health and drug screenings (where required). Prior to making a recommendation to hire, the supervisor will assure and document that a minimum of two references are checked. Reference checks shall include questions about the applicant’s work background, attendance, performance, and credentials/qualifications.

C. The Central Administration Office will facilitate the criminal background check or any required driving record checks at the employment offer stage. The applicant’s job offer may be approved by the school board contingent upon successful completion of a criminal background check.

D. Satisfactory reference checks are a condition of employment. The hiring supervisor is responsible for verification of the applicant’s work background, attendance, performance, and credentials. Prior to making an offer, the hiring supervisor must make reasonable attempt to contact at least two (2) of the applicant’s references, one of which should be the current supervisor. This applies to both current staff applying for transfer and to external applicants.
III. BACKGROUND CHECK – CRIMINAL CONVICTION INFORMATION

A. All applicants who have been recommended for hire must complete a current background check. This background check requires information concerning law violation convictions other than minor traffic violations. Applicants are required to disclose all felony and misdemeanor convictions – including those that have occurred under a name other than the name provided on the application. Arrests, as opposed to convictions, should not be noted on the application. Applicants who do not disclose all felony or misdemeanor convictions on the application may not be offered employment based upon falsification of the application.

B. Misdemeanor conviction(s) disclosed on the application may not necessarily result in a bar to employment. Misdemeanor convictions are evaluated on a case-by-case basis, considering the nature of the correction, time elapsed since the conviction, and the type of job in question.

C. Felony conviction(s) are likely to render the applicant ineligible for hire. Felony convictions are evaluated on a case-by-case basis and will consider the nature and gravity of the offense, the date of conviction(s), and the job relatedness. Exceptions may be made in unusual cases where the conviction does not reflect upon the applicant’s suitability for employment.

D. Payment for criminal background checks shall be made according to Minnesota Statute and District Policy.