

GRAND ISLE SUPERVISORY UNION

CURIOUS | CREATIVE | COURAGEOUS | CAPABLE

802-372-6921 • P.O. BOX 54, GRAND ISLE, VT 05458 • WWW.GISU.ORG

Hiring Personnel - Standard Operating Procedure

Hiring quality staff is one of the most important components of our work as we continuously seek to improve our work with students. It is also one of the decisions which has the highest cost to the districts, given salary and potential longevity of an employee. A new employee making the median salary and benefits is an investment of \$1 million over the course of 20 years. Care must be taken to ensure the employee that is hired is the best for the students and the district.

Expect this process to take 15 to 45 days minimum, depending on employee category.

1. Vacancy Identified
 - a. From a resignation (Title 16 Section 242)
 - i. Notify Superintendent and Human Resources as soon as aware
 1. And Directors of Curriculum and Student Support Services as needed
 - ii. Collect resignation letter and send to Superintendent
 - iii. Place on board agenda for professional resignation.
 - iv. Assess opportunities developed through attrition.
 - v. Review and update Job Description
 - vi. Submit updated Job Description to Human Resources for Job Posting.
 - b. If New Position Needed
 - i. Receive Board approval for the position
 - ii. Create Job Description working with Human Resources
 - iii. Submit Job Description to Human Resources for Job Posting
2. Advertise
 - a. Notify Administrative Leadership Team of vacancy (in case they anticipate vacancy to share employee)
 - b. Human Resources creates and posts advertisement using the job description provided by the hiring administrator
 - i. HR will post on schoolspring; indeed and/or the Islander or other newspaper as appropriate
 - c. Send to Superintendent's Office
 - i. Minimum Requirements for Application Packet ([Job Status Form and Checklist](#))
 1. Full-time and part-time employees:
 - a. Cover Letter (or letter of application)
 - b. Resume
 - c. Copy (or evidence of eligibility) of certifications (if needed)

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- d. Copy of transcripts (including high school if no college courses)
 - e. Three recent letters of recommendation
 2. Temporary employees (ie. athletic directors/coaches)
 - a. Letter of Interest
 - d. Ensure sufficient time for advertisements (1-2 weeks)
 - e. Use "anticipated" when appropriate
 - f. All professional staff must apply through schoolspring
 3. Create Internal Advisory Team (for purpose of interviewing and selecting a finalist to recommend to superintendent)
 - a. Include community member when possible
 - b. Remind members of confidentiality
 - c. Provide information to the team on proper etiquette of interviewing
 - d. Develop clear criteria to choose interview candidates
 - e. Create interview questions (see some [helpful prepared questions](#))
 4. Select and interview candidates
 - a. Select candidates to interview (with completed application packet **see minimum requirements for ad**)
 - i. Must ask prior to interviewing: Are you under contract or have you signed a letter of intent?
 - b. Must get candidate's superintendent approval for those under contract (or under letter of intent) in a Vermont District
 - i. Superintendent needs permission if someone has already signed a contract/letter for the next year
 - c. Required questions/elements of interview
 - i. Ask the first interview question:
 1. Are you under contract or have you signed a letter of intent? If candidate is contender for position
 - a. Review and confirm resume (ie. education experience, proper certification)
 - ii. Avoid anything considered unethical/illegal (i.e. are you married, do you have a disability, how old are you, do you have children)
 - d. Follow up interviews and observing teaching may occur as well
 5. Reference Checks
 - a. Speak to a minimum of three references
 - b. Can be ones listed on their resume or others as situation dictates
 - c. Must include most recent employer/supervisor (even if not listed)
 - d. Record information on reference check form
 6. Decide on finalist
 - a. Notify superintendent and send finalist information (including application packet)

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to Superintendent and Human Resources (**including completed reference check forms**)

- b. Human Resources will reach out to finalist to set up an interview with the Superintendent - this will be done for all hires.
 - i. After meeting with superintendent salary will be determined
 - ii. Admin may sit in on meeting if desired or superintendent will contact admin after meeting
 - iii. For support staff, administrator discussion with superintendent of salary and contract needed
 - iv. Superintendent will contact the candidate with an offer of employment pending Board approval (for professional staff); or superintendent approval (support staff)
 - v. Superintendent ask board chair to include on next board meeting (regular or special meeting)
 - vi. Building administrator will inform candidate of Board's decision
 - vii. Human Resources will candidate to complete hiring paperwork and sign contract
 - viii. After receiving notification of processing paperwork complete by SU office and contract signed, confirm with candidate the start date
7. Close the hiring process
 - a. Contact candidates who were interviewed by same method originally notified
 - b. Human Resources will close schoolspring and notify all applicants on schoolspring
 - c. Building administrator contact the support staff not hired and did not apply through schoolspring that position is filled

****Notes****

- If a candidate being considered for a position is a close relative or friend of an administrator or supervisor the superintendent must be notified
- No work for pay is to be performed without all hiring paperwork, including a written contract which outlines the scope of the work to be performed, as well as the rate of pay, in place before work may begin.