

Polk County Schools

Procedures for Hiring Non-union (Professional/Technical) Personnel

The hiring procedures for non-union personnel are written to assist with attracting and retaining the best-qualified personnel. Additionally, the hiring procedures in this document, when followed, allow district personnel to provide demographic information for staff research and for Board deliberations as requested. Procedures for advertising, interviewing and hiring administrative staff are outlined in the District L.E.A.D. Plan.

1. When a non-union vacancy is anticipated, the hiring administrator will contact the Senior Coordinator of Compensation in Human Resource Services to review the job description. If changes are required, they will work together to secure approval on the revised job description prior to advertising the position.
2. Before posting the position for outside applicants to view, there shall be a lateral 3-day in-house posting to consider internal applicants.
3. The hiring administrator will create a vacancy in the Recruiting and Hiring System (RHS) using the Notes section for any specific position requirements or information not given on the job description. The vacancy will automatically post on the employment web site for the required number of days. The opening may also be advertised in the local media or elsewhere upon request of the hiring administrator.
4. Non-School Board employees must complete the RHS on-line employment application in addition to submitting a letter of interest, resume, letters of reference and/or any other documentation as may be required per the posting by the hiring administrator. School Board employees must also complete an application in RHS and provide the required documents to the hiring administrator. As applications are received, the hiring administrator will collect the demographic data as required by local, state and federal laws.
5. If an applicant requests Veteran's Preference, is minimally qualified for the position, and furnishes the required supporting documentation to the hiring administrator, that applicant will be granted an interview.

6. The hiring administrator reviews the nine essential performance criteria and selects a minimum of 3 criteria that are significantly related to the requirements of the vacant position. These are available in a Word document posted on the *Intranet-Human Resource Services-Personnel-Essential Performance Criteria (EPC)*.
7. The hiring administrator, with regard to race, ethnicity and gender as is appropriate, appoints an interview team of at least 3 additional professionals, including one member of HRS Personnel Interview Staff.
8. The interview team reviews all applicant information and selects applicants to be interviewed by the team. When the hiring administrator indicates in RHS which applicants have been selected for interview, RHS automatically notifies the remaining applicants that they were not selected for an interview and allows the hiring administrator to schedule an interview time for those who were selected to interview with the team. A personal invitation to all applicants being invited, via phone call, is recommended prior to scheduling interviews on RHS to ensure the applicants are available and to let the interviewees know where the interview will be held.
9. The hiring administrator shall prepare an interview guide including questions directly related to the selected EPCs. Questions may be selected from a bank of targeted selection questions that are related to the EPCs. The bank of questions is available in a Word document posted on the *Intranet-Human Resource Services-Personnel-100 Behavioral Interviewing Questions*.
10. Interviews are conducted. All applicants must be asked the same questions from the interview guide. At the end of the interview process, the interview team discusses individual candidates' strengths and weaknesses in relation to the EPCs, job description, and job qualifications and makes a decision as to finalists.
11. The interview team recommends no more than 3 applicants as finalists to the appropriate Deputy, Associate, or Assistant Superintendent. The hiring administrator verifies the references and other pertinent information, such as educational degree, of the applicants being recommended. Three professional references must be conducted, and

one must be with the most recent supervisor. It is the responsibility of the hiring administrator to ensure that all final applicants meet the minimum requirements for the position as specified in the job description. The division leader will assist the hiring administrator to select from among the finalists and recommend one candidate to the Superintendent for appointment and School Board approval.

12. The hiring administrator names the selected individual as the candidate in RHS and the system immediately notifies via email those interviewees who were not selected for the position, notifies the accepted candidate of their nomination, and schedules employee orientation for the selected candidate.
13. The Senior Coordinator of Compensation will determine the salary for the successful candidate based upon the Board-approved Salary Policy for Non-union Employees. The hiring manager will work with the Senior Coordinator of Compensation to obtain the salary prior to making an offer to the candidate, supplying resumé, related experience, and degree information which would be pertinent to the decision.

Personnel Department staff members are most happy to assist hiring administrators in any stage of the hiring process, and may be contacted via email or phone. A full list of staff members may be found on Outlook or on the Website under Staff – Human Resource Services – Personnel Department.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.