

Craven County Schools INTERVIEWING/HIRING PROCESS

1. When a vacancy occurs, the Principal/Director/Supervisor receives a copy of a resignation, and a copy of the resignation letter is sent to Human Resources with a Request to List Vacancy Form.
2. The position must be posted on Teacher Match for a minimum of five days before a recommendation for employment can be submitted.
3. During the five days, the Principal/Director/Supervisor may view candidate applications in Teacher Match and schedules interviews. If the application cannot be viewed in Teacher Match, but the candidate has submitted an application, it may be held/not released by Human Resources. Please check with Human Resources if you have difficulty finding an application. **Do not interview a candidate if you are unable to view their application.**
4. The Principal/Director/Supervisor conducts interviews using a rubric and the same interview questions for all candidates. Multiple candidates must be interviewed and an Interview Ethnicity Report must be submitted with the recommendation packet that indicates the name, date of interview, ethnicity, interview score/rating and if the candidate is being recommended.
5. The recommendation packet that is sent to Human Resources should include the following:
 - Recommendation form signed by the appropriate director (EC, CTE, Federal Programs)
 - Telephone Reference Form
 - Application Agreement
 - Copy of the application from Teacher Match
 - Transcripts (official or copy of an official)
 - Health certificate (with TB test results)
 - Background check forms
 - Interview Ethnicity Report

Recommendations for Teacher Assistants will also need transcripts so that we can verify that the candidate has a minimum of 48 semester hours. Teacher Assistant recommendation will also need a signed job description stating the candidate is aware of the requirement to obtain and maintain a CDL and drive a bus.

6. As soon as you decide to recommend an alternatively licensed candidate, please contact the appropriate Licensure Specialist to ensure that the candidate qualifies for licensure. Also, contact the Director of Human Resources by email with the name, email and phone number of the candidate. A set of modules will be sent to the candidate electronically that must be completed as a part of their licensure requirements.
7. Human Resources will run a background check on the candidate to ensure that they are employable. The Assistant Superintendent of Human Resources (licensed applicants) or the Director of Human Resources (classified applicants) will review and sign off on the recommendation packet and forward it to the Superintendent. Once the Superintendent signs the paperwork, the candidate will be scheduled for an on-boarding session and their name will be added to the Personnel Report that is approved by the Board of Education. **Employees are not allowed to begin working until the Superintendent signs the recommendation.** The status of a recommendation can be found by viewing the Recommendation for Employment Log in the Human Resources Google drive. Employees are informed that the recommendation for employment has been approved pending Board of Education approval.

PRELIMINARY SCREENING OF LICENSED APPLICANTS AND INTERVIEW GUIDELINES

Screening the Application

- Note the area of certification to ensure he/she has the credentials necessary to fill the vacant position.
- Teachers of Elementary Education and Exceptional Children must have taken and passed the NTE or Praxis II Subject Assessment test(s) prior to entering the classroom.
- Observe the employment history, while being sensitive to reasons for gaps of employment.

Interview Guidelines

- Help to relax the applicant by welcoming him/her and thanking him/her for being present.
- Make sure the applicant knows the position for which he/she is interviewing.
- Share with the applicant the interview procedure.
- Have the panel ask the core questions while probing beyond the applicant's response **when necessary**.

Caution

Be careful during the interview not to ask inappropriate questions, such as:

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| ▪ College or university connections | ▪ Personal beliefs |
| ▪ Personal background | ▪ Weight, height, etc. |
| ▪ Relatives | ▪ Criminal record |
| ▪ Age | ▪ Politics |
| ▪ Marital Status | ▪ Retirement plans |
| ▪ Children | ▪ Sex |
| ▪ Religious affiliation | ▪ Medical (Physical limitations, illnesses, medications, etc.) |

Remember

- The **Director, Principal, Assistant Principal or Central Services Administrator** cannot offer the applicant a position, you **recommend** only.
- Promise long, deliver short.
The candidate may inquire as to when he/she will know whether or not he/she obtained the position. Explain to him/her that HRS will work very quickly, but be careful not to promise him/her that he/she will know by "**tomorrow morning**."
- Be careful not to share inaccurate information about salary or benefits.
- Encourage candidates to turn in all relevant information to Human Resource Services in a timely manner.