

# CERTIFIED SELECTION, HIRING, & ONBOARDING PROCESS CHECKLIST

## WASHOE COUNTY SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

### SELECTION PROCESS

<b>Review Options</b>	<ol style="list-style-type: none"> <li>1. After the posting closes, review all applicants in the online posting.</li> <li>2. Establish a screening and selection committee which consists of a minimum of three (3) individuals.</li> <li>3. Paper screen the applicants.</li> <li>4. Develop site-based interview questions.</li> </ol>	<input type="checkbox"/>																								
<b>Committee Selection</b>	Develop interview questions and establish a screening and selection committee that consists with a minimum of three committee members. It is recommended that committee members meet prior to interviews.	<input type="checkbox"/>																								
<b>Paper-screen Applicants</b>	You can paper-screen prior to the close of a posting. You can only interview applicants who have applied to the posting in SearchSoft. Please do not accept any hand delivered applications.	<input type="checkbox"/>																								
<b>Application Status in Searchsoft</b>	<p>The following is a list of Application Status in Searchsoft for <b>new hires</b>. Please check the notes page of the application to see updated information on an applicant.</p> <p><b>Complete</b> – The applicant has completed the required data entry fields on the application. No screening by HR has occurred.</p> <p><b>Pending</b> –Human Resources is in process of screening the applicant.</p> <p><b>Approved by HR</b> – The applicant has completed the HR screening process and is ready to interview at schools and/or departments.</p> <p><b>Recommended for Hire</b> – A school or department has hired the applicant.</p>																									
<b>References</b>	<p>We encourage administrators to check references first before interviewing.</p> <p>Also, before you have selected the person you would like to hire, check employment references of the selected applicant as outlined below:</p> <p><b>For a current WCSD</b> employee – please check with his/her current WCSD Supervisor</p> <p><b>For new hires to WCSD</b> – the Confidential References in SearchSoft are available.</p>	<input type="checkbox"/>																								
<b>Create Interview Packets for Committee Members</b>	<p>You can create an interview packet for your committee based on the position. ALL HIRING PAPERWORK CAN BE OBTAINED FROM THE HUMAN RESOURCES FORMS PAGE (WCSD WEBSITE LOGIN IS REQUIRED TO ACCESS THE PAGE).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Committee Chair</th> <th style="width: 50%;">Committee Members</th> </tr> </thead> <tbody> <tr> <td>Confidentiality Agreement <span style="color: red;">(required)</span></td> <td>Confidentiality Agreement <span style="color: red;">(required)</span></td> </tr> <tr> <td>Interview Report Form <span style="color: red;">(required)</span></td> <td></td> </tr> <tr> <td>Interview Schedule</td> <td>Interview Schedule</td> </tr> <tr> <td>Interview Questions</td> <td>Interview Questions</td> </tr> <tr> <td>Committee Member Ranking Sheet</td> <td>Committee Member Ranking Sheet</td> </tr> <tr> <td>Application/Resume/Cover Letter/Recommend.</td> <td>Application/Resume/Cover Letter/Recommend.</td> </tr> <tr> <td>Any additional attachments applicable to position</td> <td>Any additional attachments applicable to position</td> </tr> <tr> <td>Chairperson Composite Ranking Sheet</td> <td>Prohibited Questions Selection Guidelines</td> </tr> <tr> <td>Prohibited Questions Selection Guidelines</td> <td></td> </tr> <tr> <td>Resumes/applications</td> <td></td> </tr> <tr> <td>Any Assessment Test results (if applicable)</td> <td></td> </tr> </tbody> </table>	Committee Chair	Committee Members	Confidentiality Agreement <span style="color: red;">(required)</span>	Confidentiality Agreement <span style="color: red;">(required)</span>	Interview Report Form <span style="color: red;">(required)</span>		Interview Schedule	Interview Schedule	Interview Questions	Interview Questions	Committee Member Ranking Sheet	Committee Member Ranking Sheet	Application/Resume/Cover Letter/Recommend.	Application/Resume/Cover Letter/Recommend.	Any additional attachments applicable to position	Any additional attachments applicable to position	Chairperson Composite Ranking Sheet	Prohibited Questions Selection Guidelines	Prohibited Questions Selection Guidelines		Resumes/applications		Any Assessment Test results (if applicable)		<input type="checkbox"/>
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<b>Minimum Required Applicants to Interview</b>	<b>During the transfer period</b> – Interviews must be offered to at least three transfer applicants. Administrators should only be considering those with a transfer application. Long-term substitute teachers, new hires, and pool applicants cannot be considered at this time. Also, no change in FTE is allowable during this time.	<input type="checkbox"/>																								

	<p><b>After the transfer period</b> – Interviews must be offered to at least five qualified applicants, including transfers</p>	<input type="checkbox"/>
	<p>If there are fewer than the required number of applicants, interview the qualified applicants and list the screening criteria on the Interview Report Form. As long as an interview is offered, it can be counted; even if an applicant declines the interview, does not return the call, cancels, or no-shows.</p> <p>List all applicants on the <a href="#">Interview Report Form (HR-F536)</a>. You can include qualified applicants you have interviewed within the past 6 months.</p>	<input type="checkbox"/>
<p><b>Note: Applicants with Standard Applications in SearchSoft are external or pool applicants. Applicants with Transfer Applications are current certified WCSD employees.</b></p>		
<b>Contact Interviewees</b>	Telephone the candidates to be interviewed and inform them of the time/place/date of interview.	<input type="checkbox"/>
<b>Conduct Interviews</b>	<p>Prepare the interview packet for each committee member. All committee members must be present for all interviews and each interviewee asked the same questions.</p> <p>After deliberations, please make sure your committee members complete and sign the forms in their packets and return to the committee chair or designee.</p> <p>It is the responsibility of the Committee Chair for calling those interviewed to notify them of the committee's decision.</p> <p><b>VIRTUAL INTERVIEWS:</b></p> <p>Administrators are permitted to do one-to-one phone interviews. If a committee is utilized, it can be pared down to only those people that are essential to participate based on the Administrator's discretion.</p> <p>Anyone involved in the interviewing process should complete the related paperwork. If they cannot sign it and return it electronically for some reason, they should send acknowledgement in an email to the interview chair. For example, an email saying they have received and understand the confidentiality agreement. Rankings should also be documented in writing. Another option is to complete the forms and then take a picture and submit them with the individual's cell phone.</p>	<input type="checkbox"/>
<b>Mark the Applications in SearchSoft</b>	<p>You can mark the applications "selected for interview" and "not selected for interview" in SearchSoft by clicking on the <a href="#">applicant list</a> and perform the following:</p> <ol style="list-style-type: none"> <li>1. Mark the names of those selected for interview by clicking on the box located to the left of the applicant's name.</li> <li>2. Go to the top of the list to the drop down menu located next to the "go" button and select "Change Applied Job Status" and click "Go"</li> <li>3. A new window will pop up and at the top will be a drop down menu. Click the down arrow and click "Selected for Interview"</li> <li>4. Click the "Change Applied Job Status" button and you will return to the applicant list.</li> <li>5. Click the header "Applied Job Status" It will sort in ascending order; if you click a 2<sup>nd</sup>. time it will sort in descending order and will group the applications together so you can focus on just those application that were selected for interview.</li> </ol> <p>Once HRPostingHiring receives the UHR, HR will close the posting.</p> <p>Please note you can also mark those "Not Selected for Interview" by repeating these instructions and clicking on the correct status in step 3.</p>	<input type="checkbox"/>
<b>Selection &amp; Deadlines</b>	<p>Once the selection is made, please return all hiring documents to <a href="mailto:HRPostingHiring@washoeschools.net">HRPostingHiring@washoeschools.net</a>. The UHR is the document that officially hires the selected candidate into the position. Please see "Hiring Process" on the following pages for further details.</p> <p><b>During the transfer period:</b> Please make sure the UHR is submitted as soon as possible to avoid delays in hiring at other schools. The approved UHR will have the position control signatures on page 1 and a PCO# assigned to the UHR. This UHR should be returned to <a href="mailto:HRPostingHiring@washoeschools.net">HRPostingHiring@washoeschools.net</a></p> <p><b>After the transfer period (usually between July-February):</b> All transfer hires must be accompanied</p>	<input type="checkbox"/>

	by a written release from the candidate's current administrator. Email correspondence is acceptable.	
<b>HIRING PROCESS</b>		
<b>COMPLETED INTERVIEW PACKET SUBMITTED TO HUMAN RESOURCES (ELECTRONIC SUBMISSION IS PREFERRED)</b>		
<b>Interview Packet</b>	The interview packet link and approved UHR should have been sent to the hiring administrator and secretary from HRPostingHiring. The documents below outline each form in the packet and what is required to send back to Human Resources. Once the UHR is submitted, the posting will be removed from the job board and the UHR will be sent to HR Licensing. <u>The approved UHR with the Position Control signature on page 1 is the version that needs to be returned for selection to HRPostingHiring</u>	<input type="checkbox"/>
<b>1. Requisition (UHR) Must be submitted electronically (Required)</b>	<b>Universal Hiring Requisition available online <a href="#">here</a>.</b> Please complete Part II of the Universal Hiring Requisition (UHR), SAVE the document (do not change document name), and return it to the <b>HRPostingHiring@washoeschools.net</b> for processing. Please make sure you fill in all related Certified fields on the requisition to avoid any delays. This form is required to be submitted electronically. <b>Hard copies or scanned copies of the UHR cannot be processed. Please make sure the UHR form is returned in the fillable format.</b>	<input type="checkbox"/>
<b>ALL OTHER HIRING DOCUMENTS LISTED BELOW (2-7) should be sent electronically to <a href="mailto:HRPostingHiring@washoeschools.net">HRPostingHiring@washoeschools.net</a>.</b> Please include the PCO number located on the upper right corner of the universal hiring requisition. (IF YOU ARE UNABLE TO SEND ELECTRONICALLY, YOU CAN SUBMIT TO DANI HOWELL IN HUMAN RESOURCES VIA SCHOOL MAIL. PLEASE INDICATE THE PCO# ON THE HIRING DOCUMENTS LISTED BELOW). <b>ALL HIRING PAPERWORK CAN BE OBTAINED FROM THE HUMAN RESOURCES FORMS PAGE (WCSD WEBSITE LOGIN IS REQUIRED TO ACCESS THE PAGE).</b>		
<b>2. Interview Report Form /Composite Ranking Sheet (Required)</b>	Please complete the form <a href="#">HR-F536</a> and submit to Human Resources with the PCO# indicated on the form. Please list all people considered for an interview even if the candidate turned down the interview. It is the responsibility of the committee chair for calling those interviewed to notify them of the committee's decision. The composite Ranking sheet is on page 2 of this form.	<input type="checkbox"/>
<b>3. Confidentiality Agreement Forms (Required)</b>	Must be signed by <u>all</u> interview committee members and submitted with the PCO#. The form can be by found clicking the form number <a href="#">HR-F505</a> .	<input type="checkbox"/>
<b>4. Interview Questions &amp; Answers (Required)</b>	Please submit interview questions & answers for each candidate interviewed from each committee member and the committee notes. Again include the PCO# on all forms. The template can be found by clicking the form number <a href="#">HR-F116</a> .	<input type="checkbox"/>
<b>5. Committee Member Ranking Sheets</b>	Please submit completed <a href="#">Ranking Sheets (HR-F544)</a> from each committee member. The <u>Composite Ranking Sheet</u> is on Page 2 of the <u>Interview Report Form</u> .	<input type="checkbox"/>
<b>6. Printable Application</b>	This must be signed by the applicant selected (New Hires Only).	<input type="checkbox"/>
<b>7. Pre-employment of Understanding</b>	For new certified hires - this must be signed by the new hire and the hiring administrator – available online <a href="#">here</a> . Please be sure to check the box asking if the employee is under contract with another Nevada district. ( <a href="#">HR-F031</a> )	<input type="checkbox"/>
<b>ALL NOTES AND MATERIALS, INCLUDING ANY TESTING MATERIALS USED BY THE COMMITTEE MEMBERS DURING THE PAPER SCREENING AND INTERVIEW PROCESS ARE TO BE RETURNED AND RETAINED BY THE HUMAN RESOURCE OFFICE NO LATER THAN 5:00 PM, WEDNESDAY, PRIOR TO NEW EMPLOYEE ORIENTATION (NEO).</b>		

**ONBOARDING PROCESS**

<b>Separations</b>	Is there an employee vacating this position? Please forward an resignation or retirement letter or email of the vacating employee to your <a href="#">Human Resources Technician</a> .	<input type="checkbox"/>
<b>Orientation</b>	<p>Administrator or Site Designee should contact your Human Resources Technician in Employee Services to obtain Certified New Employee Orientation (NEO) information. You can find the information on the district website <a href="#">here</a></p> <p>Orientations are now being held remotely and your HR Technician will need the following information emailed to them from you or your site designee in order to orientate your new hire:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Location</li> <li>• Hours Per Week</li> <li>• PCO#</li> <li>• Application #</li> <li>• Start Date</li> </ul> <p>✓ Your HR Technician will reach out to the new hire via email with the required orientation web link. Please contact the new hire and notify them to look for an email from Human Resources with the web link information.</p> <p>✓ Once the new hire has completed all steps of the orientation process (orientation paperwork, I-9, background clearance, and fingerprinting), they will be able to start work and your HR Technician will enter the UHR into Business Plus.</p> <ul style="list-style-type: none"> <li>• This will allow IT to set up email access and set up your new hire for payroll.</li> </ul> <p>✓ A Business Plus workflow will send an email to the site designee. This is the confirmation that the transaction is complete.</p>	<input type="checkbox"/>
<b>Start Dates</b>	<p><b>New Hires:</b> Please ensure the new hire does not start until all the Orientation requirements have been fulfilled and the new hire has been fingerprinted. Fingerprint information can be found <a href="#">here</a>.</p> <p><b>Transfers:</b> Please communicate with the employee's current administrator to agree upon a mutual transition date from the employee's current location to the new location. The hiring administrator of the new school/department should inform the employee when they are expected to start work at their new location.</p>	<input type="checkbox"/>