

ESP SELECTION & HIRING PROCESS CHECKLIST

WASHOE COUNTY SCHOOL DISTRICT HUMAN RESOURCES

Review Options	<ol style="list-style-type: none"> 1. After the posting closes, review all applicants in the online posting. (see Disclaimer) 2. Establish a screening and selection committee which consists of a minimum of three (3) individuals. 3. Paper screen the applicants. 4. Develop site-based interview questions. 	<input type="checkbox"/>
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DISCLAIMER: You can paper-screen prior to the close of a posting, but you cannot interview until the posting has closed. You can only interview applicants who have applied to the posting in SearchSoft. Please do not accept any hand delivered applications. You must interview three qualified applicants before any requests to post externally will be honored (see below).

Committee Selection	Select Committee Members- group should be a minimum of three committee members. It is recommended that committee members meet prior to interviews.	<input type="checkbox"/>
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Paper-screen Applicants	<p>Paper-screen the applicants to determine those qualified. Please verify that you are paper-screening from an actual posting and only screening applicants from that posting. Check that selected applicant has an ESP online application and that it's attached to the correct ESP posting.</p> <p>If hiring Teacher Aides, please make sure you are screening from the correct pool in the saved searches. (See disclaimer above).</p>	<input type="checkbox"/>
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References	<p>Check Employment References of the applicant selected:</p> <p>For a current WCSD employee – please check with his/her current WCSD Supervisor</p> <p>For new hires to WCSD – the Confidential References in SearchSoft are available. If three confidential references are not returned, please complete a Verification of Employment form (HR-F525) to call former employers.</p> <p>ESP's are required to have three (3) returned confidential references. If there are not three (3) returned, use the Verification of Employment form (HR-F525) to call former employers and obtain references.</p>	<input type="checkbox"/>
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Create Interview Packets for Committee Members	<p>You can create an interview packet for your committee based on the position. Please refer to the Employee Selection Guidelines Manual HR-M501 for protocols to follow when interviewing applicants. You can locate the Manual at (http://www.k12.nv.us/Staff/CSI/Masterdocumentlist/HumanResources/HR-M501.pdf).</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</td> <td>Confidentiality Agreement</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></td> </tr> <tr> <td>Interview Report Form</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	Confidentiality Agreement	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		Interview Report Form		Resumes/applications		Any Assessment Test results (if applicable)		<input type="checkbox"/>
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Minimum Required Applicants to Interview	<p>If posting is opened to transfer/promotional WCSD employees – must have three (3) qualified applicants for the interview – PLEASE NOTE - you must interview before any request to post to outside applicants. If you do not have three (3) qualified applicants, you may request to post external.</p>	<input type="checkbox"/>
	<p>If posting is opened to transfer/promotional WCSD employees and then opened to outside applicants – select no less than three (3) qualified employee/transfer applicants, if available, and two (2) qualified outside applicants, if available, for the interview. <u>Please note -- applicants that have a standard application in searchsoft are outside applicants. Applicants with a transfer application will be current regularly scheduled WCSD employees.</u></p>	<input type="checkbox"/>
	<p>If applicants are selected from a continuous posting (consists of current employees and outside applicants) – select no less than five (5) qualified applicants, if available, for the interview. Please check to make sure the applicant has applied to the continuous posting in Searchsoft. <i>An example of a continuous posting is the Teacher Aide pool for Teacher Aides working less than 27.5 hours per week.</i></p>	<input type="checkbox"/>

Contact Applicants	1. Telephone the candidates to be interviewed and inform them of the time/place/date of interview. 2. For Teacher Aide positions that will work less than 27.5 hrs. per week , it is recommended to send out a mass email to those applicants in the Teacher Aide position at your school. Please include contact name, location, email and deadline to respond to your email.	<input type="checkbox"/>
Mark the Applications in SearchSoft	HR will notify the applicants not selected for interview. You can mark the applications selected for interview and not selected for interview in SearchSoft by clicking on the applicant list and perform the following: 1. Mark the names of those selected for interview by clicking on the box located to the left of the applicant's name. 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" 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" 4. Click the "Change Applied Job Status" button and you will return to the applicant list. 5. Click the header "Applied Job Status" It will sort in ascending order; if you click a 2 nd 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. Once completed, please contact HR so they can contact those applicants that were not selected for interview. Please note you can also mark those "Not Selected for Interview" by repeating these instructions and clicking on the correct status in step 3.	<input type="checkbox"/>
Arrest/Conviction Form (New ESP Hires Only). A Certified Substitute is considered a new hire.	Please check background page of the application. If the applicant has disclosed an arrest/conviction , then go to the Employer Attachments page of the application to see if they have completed page 1 of the arrest/conviction form. <i>If they do have a current arrest/conviction form, please complete your section of the form on page two (2) and submit both pages with the ESP Hiring packet. To expedite hiring, please fax to the attention HR BACKGROUND TECHNICIAN at 333-5011. If they have disclosed an arrest/conviction and do not have the Arrest/Conviction form completed (See employer attachments on the application), please contact HR Background Technician for assistance at 348-0340. If the applicant has no arrest/conviction disclosures, you can proceed to the next step.</i>	<input type="checkbox"/>
Prior to offering position	Please contact the most recent previous employer or previous supervisor and do a reference check prior to offering the position to the selected candidate.	<input type="checkbox"/>
COMPLETED HIRING PACKET SUBMITTED TO HUMAN RESOURCES (ELECTRONIC SUBMISSION IS PREFERRED)		
1. Requisition (UHR) Must be submitted electronically	Universal Hiring Requisition. Please complete Part II of the Universal Hiring Requisition (UHR), SAVE the document (DO NOT CHANGE DOCUMENT NAME), and return it to the HR POSTING/HIRING MAILBOX (HRPostingHiring@washoeschools.net) for processing. Please make sure you fill in all related ESP fields on the requisition to avoid any delays. This form is required to be submitted electronically. Hard copies cannot be processed for hire.	<input type="checkbox"/>
ALL OTHER HIRING DOCUMENTS should be sent electronically to HRPostingHiring@washoeschools.net . 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).		
2. Interview Report Form	Please complete the form and submit to Human Resources with the PCO# indicated on the form.	<input type="checkbox"/>
3. Confidentiality Agreement Forms	Must be signed by <u>all</u> interview committee members and submitted with the PCO#. (HR-F505)	<input type="checkbox"/>
4. Interview Questions & Answers	Please submit interview questions & answers for each candidate interviewed from each committee member and the committee notes. Again include the PCO# on all forms.	<input type="checkbox"/>
5. Ranking Sheets	Please submit completed Ranking Sheets which includes the Chair Composite Ranking Sheet and the Final Ranking Sheets from each committee member.	<input type="checkbox"/>
6. Printable Application	This must be signed by the applicant selected.	<input type="checkbox"/>
7. VOE form	If applicable, (NEW HIRES) Administrator Verification of Employment form (VOE) – see references above.	<input type="checkbox"/>
8. Arrest/Conviction form	If applicable a signed and dated Arrest/Conviction form(HR-506). Please refer to above.	<input type="checkbox"/>

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).

OTHER

Separation Form	Is there an employee vacating this position? Please forward an ESP Separation form for the vacating employee to Human Resources – Employee Services. Currently this form is on the website http://www.washoeschools.net//departments/continuoussystemsimprovement/masterdocumentlist/employeeservicesclassified (HR-F122)	<input type="checkbox"/>
Orientation	Administrator/Secretary should contact the ESP Technician in Employee Services to schedule New Employee Orientation (NEO) <u>based on your Zone</u> . You can find the information on the district website at http://www.washoeschools.net/Page/3627	<input type="checkbox"/>
Hiring Substitute Teachers into ESP positions	If you are hiring a substitute teacher currently with WCSD for an ESP position, they must attend new employee orientation, have an ESP/classified application and have applied to an ESP position. Please contact the ESP technician listed above for further information and to schedule orientation.	<input type="checkbox"/>

ESP Deadlines

Universal Hiring Requisitions (UHR) and the Completed Hiring Packet is **due 5 pm, Wednesday, prior to New Employee Orientation (NEO) as numerically listed above.**

You can locate these forms at

<http://www.washoeschools.net//departments/continuoussystemsimprovement/masterdocumentlist/hradministration>

Please note: Notation of who was interviewed, declined an interview or did not show up for an interview needs to be clearly made in the hiring packet.

All other ESP employee transactions due **Monday, preceding the close of payroll on Friday:**

- Transfers
- Changes (hours, days, funding)
- Student Activity Workers (not current district employees)

We ask that you not put your employees into a situation which will cause them to miss a paycheck. The above deadlines allow our staff sufficient time to accurately process the required documents.

**If you have any questions, please contact Dani Howell at 325-2019.