

## HIRING PROCESS

The Vacancy Recruitment Selection form (VRS form) is the starting place for all transfers and hiring within the Fort Dodge Community School District. Before the selection process begins, the District reviews its records and identifies the individuals returning from leave and those that have been displaced. It has been agreed to, by the local education association that individuals displaced or returning from a leave of absence have an opportunity to select their placement from the positions available. This is done by seniority, with the most senior person choosing the position he/she desires.

The District has master contracts with each of its bargaining units, and these contracts have procedures in place for requesting transfers into various positions within the unit. The procedures require internal candidates within the unit to make a written request for the specific position they desire to transfer to. Candidates who are employed by the District but are not members of this specific unit are to make formal application, which includes completion of the application form.

The internal process includes a review of the job descriptions and qualifications taken from the VRS form. If the District employee meets these requirements, he/she will be offered an opportunity to interview for the position. If the most senior applicant has the qualifications, he/she will be offered an opportunity to be interviewed for the position. If the most senior applicant has the qualifications, he/she will be interviewed and the expectations of the position will be discussed. If the committee is satisfied with the most senior qualified applicant, he/she will be awarded the transfer.

The employment needs of the District begin with the building administrator/supervisor filling out the top portion of the Vacancy Recruitment Selection form down through the description area. This building administrator/supervisor must sign the form and review it with the advocate and get his/her signature. The form is reviewed with the Director of Human Resources, who signs it and forwards it to the Superintendent for approval. The posting and advertisement portion of the process begins after all parties have reviewed and signed the form

A committee comprised of a principal/supervisor, the advocate, if necessary and the Director of Human Resources review the applicants on file. Interviewees are chosen based upon the individual's strengths compared to strengths listed on the certification requirements and descriptors portion of the VRS form.

Prior to the interview process the interview committee develops a set of questions to be asked of each candidate. These questions are developed from the qualifications and descriptors listed on the VRS form

and the mission, belief statements, and goals of the District. The interview is structured with one person taking the lead role. This person is normally the principal/supervisor or the Director of Human Resources, if he/she is involved in the interviews.

When the interviews have been completed, the committee works to reach a consensus on the best qualified candidate. Consensus building activities may involve each committee member listing the strengths of each candidate and the qualities that are not as strong followed by the committee member's ranking each candidate. After this has been completed, the committee is polled to see if each member finds the top rated candidate to be acceptable.

The backside of the VRS form is completed by the principal/supervisor with his/her signature and returned to the personnel department. The front section is completed and forwarded to the Superintendent for approval.

Contracts are awarded after the completion of the VRS form. The individual's name is then placed on the Board agenda for approval after contracts have been signed and returned.

Reviewed: 5/29/12, 9/26/16