EMPLOYMENT PRINCIPLES AND REGULATIONS
THE INTERVIEW AND HIRING PROCESS
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Equal Opportunity

The Board shall be an equal opportunity employer. The objective of the Board is to attract and retain individuals qualified and/or trainable for the positions in the system by virtue of job related standards of education, training, experience and personal qualifications.

Hiring Practices

To aid in obtaining the best available staff members for the District’s schools, the District shall use the following general criteria in the selection process for initial employment:

- Administrative candidates are assigned by recommendation of the superintendent to the Board of Education.
- Teaching candidates will be assigned to teach in their major or minor field and/or major subject area at the elementary or secondary level.
- Non-certified candidates are hired as the needs of the district dictate and upon recommendation of the superintendent.

Job Announcements

Periodically, classified, certificated, non-instructional, and administrative positions are announced. These postings are located in District buildings, Central Administrative offices and also advertised on the internet. Some announcements of vacancies are also advertised in local and/or national newspapers, on the Oakland Human Resources Consortium website (www.oakland.k12.mi.us) and other publications. For a listing of vacancies, as well as online and downloadable applications, go to the Human Resources’ webpage at www.pontiac.k12.mi.us.

Job announcements are also posted on the reception area bulletin board and sent to all building locations for posting (with signoff of receipt returned to HR).

THE INTERVIEW AND HIRING PROCESS

Administration:

1. Determines the District’s need to hire a new employee.
2. Ensures that the district has properly utilized the skills and talents of current employees.

3. Ensures the District’s budget can support a new employee.

4. Conducts a thorough job analysis of the job’s essential functions and key performance criteria.

5. Provides a job description and job specifications for the position based on the job analysis.

6. Determines the salary for the position, based on internal and external equity and contractual obligations.

7. Authorizes the posting of the position using the Oakland Human Resources Consortium/AppiTrack System.

Interested candidates can apply online using the Pontiac School District website employment link, or go to [www.Oakland.k12.mi.us/careers](http://www.Oakland.k12.mi.us/careers), using the Pontiac link for positions in the Pontiac School District. Applicants may also complete a handwritten application at the Pontiac School District Human Resources Department.

**Screening Process**

1. After the posting window has closed, the screening process involves entering each instructional applicant on the certification database of MDE to verify certification or a certification announcement endorsed by an accredited university. After the certification screening, then resumes and/or applications are pulled and reviewed for interview consideration, if the applicant meets all other qualifications and job specifications on the posting. Non-instructional applicant screening is based on qualifications posted on the job announcement.

2. Applications are also filtered and screened by performance criteria, experience or ability, education, and professional activities if applicable.

3. A minimum of four applications per position/vacancy will be selected if obtainable.

**Interview Process**

Administration will:

- Develop a list of interview questions that will answer, “How well is the candidate qualified for the position?” and “What do I need to know about the candidate?”

- Schedule interview appointments of selected applicants.

- Establish an Interview Committee.

- During the interview, committee members will ask questions, take notes and score answers after each question.
• At the end of the interview, the Committee Chair will give candidates an opportunity to ask questions.

• After the interview, committee members will add all of their answers per question.

• All scores are placed on a score sheet, added, and a final score is recorded for each applicant. Score sheets are kept for District records.

• The committee completes a debriefing session and makes a recommendation of the PREFERRED candidate.

**The Selection Process**

• The Interview Committee Chair provides the Superintendent with the PREFERRED candidate recommendation from the Interview Committee for final approval.

• Administrative candidates are assigned by recommendation of the Superintendent to the Board of Education.

• All selected candidates employment is contingent upon a background check, fingerprint check, drug test and reference checks. (See hiring checklist attached.)

• When response is received from appropriate agencies, (Michigan State Police and Concentra) the successful candidate is called to come in to complete an offer letter and hiring paperwork requirements.

• New employees can start assignment when the Board approves the Consent Agenda.