

SCHOOL DISTRICT OF NEW LONDON
CERTIFIED STAFF EMPLOYMENT CHECKLIST

A. Postings of job opening.

1. When a position becomes vacant or a new position is created, notice of such available position shall be posted for no fewer than ten (10) working days, unless the District Administrator determines that circumstances require the posting be reduced in time. At no point will the position be posted for less than five (5) calendar days.
2. Positions will be posted in each school building (except as closed during the summer months), various state or local universities, Wisconsin.gov, and e-mailed to all staff. The position will be posted in the district and outside the district at the same time.
3. The Building Principal/Director will review the position description and develop criteria for the position to assist in prioritizing candidates.
4. Postings will include job title, required Wisconsin DPI certifications, and any other qualifications as required.

B. All applications will be housed at the District Administration Building.

1. Applications will be addressed and mailed/delivered to the District Administrator and housed at the District Administration Building. All applications will be stamped with the date they are received.
2. Applications will then be forwarded to the Building Principal/Director who will be conducting the interviews.
3. Interviews do not start until after the closing date, unless approved by the District Administrator.
4. The principal may interview bargaining unit members who apply for the vacant position(s). Bargaining Unit Members wishing to apply for a position which is posted, must submit a letter of interest to the District Administrator by the posting closing date.
5. If the district does not receive an adequate number of acceptable applications, as determined by the Building Principal, Director, District Administrator, or Board, the District may, at its discretion, re-post the position.

C. Interview process.

1. Establish interview committee. It is recommended that teachers be included in the interview process. Members of the interview committee operate under the discretion of the Administrator in charge of the specific hiring decision. The input of the members of the interview committee is advisory in nature. The final decision on the hiring recommendation is the sole discretion of the Building Principal/Director and the District Administrator.
2. Arrange interview schedule.
3. Candidate interview:
 - a. Each candidate will be required to complete an Application for Certified Staff Employment.

- b. A set of standard questions is to be developed and used for each candidate interviewed. The interviewer can deviate from the standard questions for clarification in an area of concern. After the standard questions are completed, the interviewer can ask other questions of the candidate. No questions may be discriminatory in nature and must be in accordance with fair hiring practices. Each interviewer should write down the key elements of the answers given by the candidate. Rating forms are available for the interview committee.
 - c. The Building Principal/Director is to provide time for each candidate to ask questions.
 - d. Upon completion of the interview, candidates will be required to complete an Authorization for Reference/Background Checks form if they wish to be considered further for employment. (*"If you would like to be considered any further, you will need to complete an Authorization for Reference/Background Checks."*)
4. The Administrator will promote consensus from the selection committee; however, the final decision will be determined by the Building Principal/Director.
 5. Candidates should be prioritized for further consideration or eliminated from further consideration. Second interviews may be conducted; final candidates may be asked to perform a mini-lesson.
 6. Selection of a candidate will be based upon the following criteria:
 - a. Certification, resume, and other pertinent information gathered on the candidate.
 - b. The interview process and interview rating.
 - c. Three (3) telephone reference checks (must be documented on the Telephone Reference Check forms available).
 - d. Perceived quality of the candidate in relationship to the District's needs; the candidate's ability to work successfully in the District; the candidate's interest in the District; educational background and training; knowledge of curriculum and instruction; and "people" skills.
 7. All applications and interview materials will be forwarded to the District Administrator. These materials will be kept for three (3) years after the interview.
- D. Final candidate recommendation to the District Administrator.
1. The Building Principal/Director will complete Page 3 of the final candidate's Application for Certified Staff Employment and submit it, along with all the candidate's application materials, telephone reference check forms, and Authorization for Reference/Background Checks form to the District Administrator.
 2. Considerations for placement on the salary schedule:
 - a. Years of experience (step) on the salary schedule shall only include those years of experience related to position being hired into. Exceptions may be considered but must have prior approval by the District Administrator. Year of experience (step) shall not exceed six (6) years.
 - b. Continuing education credits on the salary schedule shall not include any credits which were earned to obtain a degree/certification. Credits earned beyond the degree/certification must be related to the position being hired into and must have prior approval by the District Administrator.

3. Upon completion of the background check, the District Administrator or designee will meet with the candidate to review the contract and hiring terms. The District Administrator or designee will complete Page 4 of the Application for Certified Staff Employment, and the candidate will be forwarded to the Board of Education for approval.
 4. If time is of the essence and the background check cannot be completed prior to the first day of work, employment will be contingent upon a clear background check.
- E. All candidates will be submitted to the Board of Education for approval. Discussion of candidate(s) will take place in closed session, unless required otherwise by statute [Statute 19.85, Section 1(c)].
 - F. The final candidate will be required to undergo a physical/drug screening in accordance with the district requirements.
 - G. The Building Principal/Director will send a letter to all candidates interviewed as to their status.