MANAGEMENT HIRING PROCESS

Step 1: Personnel Requisition

Personnel Requisition must be received in Human Resources to initiate process.

Step 2: Lateral

Lateral notification of opening will be posted on Human Resources website for 5 working days.

http://www.hr.fresno.k12.ca.us/lateral.htm

Step 3: Interviews

Interviews conducted from eligibility pool.

Interview process.

Interviews conducted from open posting.

2nd level interviews.

Step 4: Board Approval

Final selection taken to the Board of Education for approval.
Personnel requisition is submitted by "hiring administrator" or division head.

**Step 1:** Issuing Dept.

**Step 2:** Division Head

**Step 3:** Fiscal Svc./State & Federal

**Step 4:** Human Resources

*If for any reason the personnel requisition is rejected it is returned to the issuing department.*
The Interview Process:

The candidates’ application packets are screened, by Human Resources, for the minimum qualifications posted on the job advertisement and for complete application packets.

Interview Panels:
All panels should consist of a broad base of representation and diversity. Positions lower than E25 require only one panel, and do not require Board approval. (School site panels should include parents, certificated, classified and administrative employees, as well as students when appropriate.) Positions E25 and higher require two panels at the First Level and a Second Level Interview. At the First Level there are two separate panels, one consists of community members and the other panel of District administrators. The composite of the Second Level panel is the Superintendent, or designee, the hiring Associate Superintendent, and Assistant Superintendent and the Associate Superintendent, Human Resources. The First Level Panels ask specifically agreed upon questions to each candidate. This is a “Structured Interview” in which the questions are presented exactly in the same manner without probing. The Second Level Panel offers an “Unstructured Interview” in which candidates are probed in depth about their background, experience and knowledge relating to the position for which they are seeking. Prior to the interview date the hiring administrator will submit to Human Resources, for appropriateness and legal compliance, the suggested questions and names of panel members. (Questions may be added or adjusted by the panel, with the approval of the Human Resources Proctor, prior to the first candidate’s interview) Human Resources schedules the date and location of the interviews. Interview Panels are scheduled to meet prior to the first candidate’s interview in order to receive instructions and review candidates’ applications. The Human Resources Proctor will ask all questions of the candidate at Level 1 interviews; all responses by the candidate should be directed to the entire panel. At the conclusion of the interview process, a written recommendation is submitted to Human Resources from the hiring administrator. Human Resources will conduct reference verifications for all new hires to the District or if mutually agreed, the hiring administrator may complete the reference verifications. Written reference results must be forwarded to Human Resources for file placement. Human Resources will determine salary placement and extend formal offers of employment which includes contingencies. The Associate Superintendent, Human Resources, presents recommendations of positions of E25 (Principal I) and above to the Board of Education for approval in closed session. All New Hires to the District for Management Positions, at any level, must have Board approval. (All other positions are approved by the Superintendent.) Human Resources notifies the hiring administrator and site when the approval is received from the Superintendent’s office. The hiring administrator verbally notifies the successful candidate and at Second Level Interviews also notifies the unsuccessful final level candidates. (This notification process was established to allow the hiring administrator the opportunity to encourage finalists and to discuss the candidate’s promotional future.) The receiving supervisor is to contact the former supervisor to discuss a release date, generally ten working days unless a date is mutually agreed upon by both supervisors.
Eligibility Pool Procedure

1. An applicant pool is created for specific positions for which multiple openings are projected.

2. The Eligibility Pool is advertised by Human Resources via the website/Open Positions page. Applicants are screened for minimum qualifications posted on the job advertisement and for complete application packets.

   https://app.hr.fresno.k12.ca.us/ats/job_board_frame?refresh&COMPANY_ID=00001115

3. The interview panel is selected by Human Resources, with input from the hiring administrator. Assistant Superintendents will participate on panels or assign designees. Selected panel members should be at the level or a higher level than the position advertised for the Eligibility Pool.

   Upon completion of the interviews, the Eligibility Pool is created. The eligibility list is prepared in two orders, an alphabetical order and a confidential rank order. The number of candidates selected for the Eligibility Pool is determined by the hiring administrator and Human Resources. (The indicator is usually a natural break or gap in the closeness of points rated by the panel members) As specific positions become available, the top ranked candidates are invited to interview. Two additional candidates from the alphabetical list may be invited to interview by the hiring administrator or the Associate Superintendent, Human Resources. If there are more openings than candidates on the top ranked list, additional candidates may be selected from the alpha list for interview.

   The candidates who are selected or not selected will be notified by letter from Human Resources.

4. When the top ranked candidates are selected for positions then the list is replenished with the next highest ranked candidate from the list.

5. Procedure for candidates to be added to existing Eligibility Pools:

   Eligibility Pools have the expectancy to last three months to a year. The committee which established the process for management promotional procedures initiated a safe guard to ensure that if exceptional candidates emerged after specific Eligibility Pools were in existence there would be a fair process to include these outstanding candidates to the Eligibility Pool. (Human Resources prioritizes recruitment activities and prepares recruitment schedules yearly to entice outstanding candidates for positions; some candidates are not available or credentialed at the time of the Eligibility Pool advertisement; other considerations may be diversity, specialized educational background, including language and/or credential)
A member of the Instructional Council may suggest the name of an individual to be added to an existing Eligibility Pool. A “Request for Exception to Interview” form is required and all criteria on that form must be completed prior to review. The request is then to be presented to the Associate Superintendent of Human Resources/Labor Relations for review. Only candidates who have not interviewed for the Eligibility Pool will be considered for the exception process.

6. The Eligibility Pool is defunct when it decreases to 50% or below the original number or exceeds one year. The need for a new Eligibility Pool is determined by the hiring Division and Human Resources for anticipated multiple openings or if multiple openings are not projected, to advertise open postings for the specific positions as they become available. When a new Eligibility Pool is advertised, candidates remaining in the prior pool must reapply and reinterview.


Open Posting Procedure

*Open Posting:* If there is not an existing Eligibility Pool for the position then the position is posted electronically as an Open Posting on the Human Resources website on the “View Open Position” page. The open posting will appear for ten working days. Positions at higher levels or those hard to fill, may be advertised in ACSA’s EdCAL, newspapers or other journals. *Applications are accepted in HR through the online application process.* The Division of *Human Resources has computers* for individual use in our lobby, and *assistance is provided to any candidate needing help* in completing the electronic application process. *http://app.hr.fresno.k12.ca.us/ats/job/_board_frame.*
Board Approval Procedure

The final stage in the Management Hiring process is getting approval from the Board of Education.

1. **REFERENCE CHECKS:** Once the interview(s) have concluded and the name of the candidate is submitted to the Division of Human Resources. If the candidate is not a current Fresno Unified School District employee Human Resources or its designee will conduct reference checks for the selected candidate. A minimum of three references should be checked before submitting the candidate to the Board of Education for approval.

2. **STATEMENT OF JUSTIFICATION FOR HIRE:** The hiring administrator is required to submit a “justification for hire” statement to the HR. The statement should detail to the Board why this candidate has been selected.

3. **BOARD PACKET:** The division of Human Resources is responsible for compiling the Board Packet required for any Management hire. The packet consists of the results of the interviews, salary placement, and recommendations.

4. **TITLES:** Titles of potential candidates must be submitted to the Board Secretary prior to the meeting where approval will take place. These titles must be submitted to the Board Secretary approximately 10 days prior. If the title does not appear on the Board Agenda then the candidate cannot be submitted for approval.
SUPPORT LETTER FOR MANAGEMENT POSITION

You are receiving this letter because you have worked with, or are familiar with, someone who is a candidate for a position with Fresno Unified School District. We appreciate your time and request that you fill out the following letter as completely and as honestly as possible.

Fresno Unified School District keeps strict confidentiality of all applicant material.

Name of candidate: _________________________ Name of reference: _________________________
(name of person applying for position) (your name)
Phone: _________________________

Capacity in which you know candidate: (example: I was John’s supervisor when he was an Analyst with “Company X”.)

1. Would you want to work with or for this individual? Why

2. Explain how the candidate has planned for, led, or facilitated meetings, data analysis conversations, or professional learning for staff. Are outcomes met, and what processes does he/she use to present learning? How is his/her instructional delivery similar/different based on the audience?

3. Describe a time when you observed the candidate support an employee who was struggling. What were the circumstances? How did he/she provide support? What were the results?

4. Effective team building involves establishing and achieving the goals important to the team while ensuring successful cooperation among and within the team. Share a situation that describes the candidate’s ability to do this.

5. Additional Comments

Rating – Please mark the box that best describes the candidate.

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<th>STANDARDS FOR LEADERSHIP</th>
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<td>1. Skillful Supervision and Evaluation</td>
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Thank you for completing this support letter. Click submit to link to your email. Click to forward letter to HR/GL Human Resources.

Passarea/HR Interviewing Process/Management:Support Letter Mgmt final updated 12 9 2011
Request For Exception to Interview

STEP I

Candidate **must** have a current application, resume and letters of reference for the position on file in HR and meet the credential and/or requirements listed on the job description. This must be verified by Darren Lee.

This requirement has been met: ☐

Name_______________________________Social Security Number _______________

Address                                  Phone __________________________

Credentials______________________________________________________________

Current Position and District______________________________

Position Applying for______________________________________________

Rationale for Late Acceptance__________________________________________

Referred to Associate Superintendent of Human Resources/Labor Relations
by __________________________ Date __________________________

Decision ☐ Approve ☐ Deny Date: __________________________

If you have any questions regarding the process, call Darren Lee at 457-3594. Please forward this form to Darren Lee, Human Resources, after approval.