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Date: March 31, 2020
To: Human Capital Managers
From: Debbie Kovacs, Executive Director of Human Resources
Regarding: Protocols for Hiring Cycle 2020-21

In preparation for the Regional Principals' meeting on Thursday, please read through the entire memo and all attached documents. We will have a short time on Thursday to answer your questions related to the process. Be assured that we will offer 1:1 training with those of you who would like more detailed support as a follow up.

Summary of Job Fair

In preparation for the Job Fair, the following steps were taken:

- Human Resources advertised a \$2,000 stipend for early notice for retirement and resignations
- 2020-2021 staffing was completed by budget, updated by administrators and reviewed for accuracy by Human Resources
- Administrators completed Personnel Action Forms (PAFs) for vacancies in their buildings or departments and submitted the PAFs to Human Resources
- Human Resources placed unassigned teachers and returning teachers from a 2019-2020 leave of absence in open positions
- A three-week internal transfer period opened where Human Resources posted all vacancies for internal certificated staff – February 25, March 3 and March 10. Simultaneously, Human Resources posted generic Job Fair positions for external candidates to apply for an invitation for the Job Fair
- Each internal transfer week, administrators conducted conversations with internal applicants interested in their vacancies
- Human Resources monitored internal transfer movement
- Vacancies not filled by internal transfers were moved to the Job Fair
- In February and early March, Human Resources screened applicants for the Job Fair and invited applicants to the Job Fair
- Due to COVID-19, the Job Fair was cancelled

Remote Hiring Process

The documents listed below are intended to assist you in the remote hiring process (attached):

- How to Complete a PAF Remotely
- How to Find Job Fair Applicants
- How to Conduct Interview in Frontline
- How to Access a Hiring Recommendation for Job Fair Applicant
- How to Access a Hiring Recommendation for External Applicant

c: Peter Scott, Sally Lancaster, Larry Fleckenstein, Jeanne Willard

What happens now?

Administrators will hire for their open Job Fair positions:

Using Job Fair Applicants	or	Posting Job Fair Vacancies Externally
1. Administrators will follow “How to find Job Fair Applicants” – a step by step guide on accessing the applicants in Frontline		1. Administrators may contact employment and ask his/her employment teammate to reopen the job and externally post the position
2. Administrators will use the 2020-21 Candidate Preparation Level 1 forms to select applicants to interview (pre-screened by HR)		2. Human Resources will screen applicants and have 2020-21 Candidate Preparation Level 1 forms complete 24 hours after the position closes
3. Interviewing Remotely <ul style="list-style-type: none"> Administrators will conduct interviews via phone or ZOOM Administrators will follow “How to Conduct Interviews in Frontline” – a step by step guide on how to use interview questions pre-loaded into Frontline Administrators will record all answers in Frontline – there will be no paper documents On the interview tally sheet, administrators will write their reason for selecting the interview pool of applicants, e.g. all applicants interviewed have experience in a Title school 		3. Administrators select applicants to interview from the applicant pool for the posted position <ul style="list-style-type: none"> Administrators <u>do not</u> need to conduct conversations with internal transfer applicants Along with external applicants, administrators may consider internal transfer candidates, but they <u>do not</u> have to
4. Submitting a Hiring Recommendation Remotely <ul style="list-style-type: none"> Administrators will follow “How to access a Hiring Recommendation if you are using a Job Fair applicant” – a step by step guide on how to access and submit a Hiring Recommendation in Frontline 		4. Interviewing Remotely <ul style="list-style-type: none"> Administrators will conduct interviews via phone or ZOOM Administrators will follow “How to Conduct Interviews in Frontline” – a step by step guide on how to use interview questions pre-loaded into Frontline Administrators will record all answers in Frontline – there will be no paper documents On the interview tally sheet, administrators will write their reason for selecting the interview pool of applicants, e.g. all applicants interviewed have experience in a Title school
5. Final Stages of Hiring in Frontline <ul style="list-style-type: none"> Employment receives and approves Hiring Recommendation Director approves/declines after reviewing hiring file Administrator is notified okay to offer position Administrator completes Frontline form to indicated if candidate accepts/declines 		5. Submitting a Hiring Recommendation Remotely <ul style="list-style-type: none"> Administrators will follow “How to access a Hiring Recommendation if you are using a Job Fair applicant” – a step by step guide on how to access and submit a Hiring Recommendation in Frontline
		6. Final Stages of Hiring in Frontline <ul style="list-style-type: none"> Employment receives and approves Hiring Recommendation Director approves/declines after reviewing hiring file Administrator is notified okay to offer position Administrator completes Frontline form to indicated if candidate accepts/declines

What happens moving forward?

Certificated hiring resumed on March 24, 2020. Certificated vacancies post every Tuesday and close on Sundays at 4:00 p.m. unless posted Open Until Filled.

- Administrators will follow CBA language 5.11 – Assignment and Transfer
- The hiring process will be conducted electronically using Frontline

Posting Vacancies Internally/Externally March 24, 2020 – July 10, 2020	
1. Administrators will complete PAFs electronically	<ul style="list-style-type: none">• Administrators will follow “How to Complete a PAF Remotely” – a refresher step by step guide to completing a PAF and submitting the PAF to Human Resources
2. Human Resources will screen applicants and have 2020-21 Candidate Preparation Level 1 forms complete 24 hours after the position closes. Administrators DO NOT have to screen applications or complete a screening tally sheet.	<p>If the position is posted open until filled, the hiring administrator must contact Human Resources 48 hours prior to accessing the applicant pool to allow for Human Resources to complete all screening and prepare 2020-21 Candidate Preparation Level 1 forms</p>
3. Administrators select applicants to interview from the applicant pool for the posted position	<ul style="list-style-type: none">• Administrators need to conduct conversations with internal transfer applicants (CBA 5.11)• If an internal transfer accepts the job, notify HR via email• If there are no internal transfer applicants, administrators may hire externally
4. Interviewing Remotely	<ul style="list-style-type: none">• Administrators will conduct interviews via phone or ZOOM• Administrators will follow “How to Conduct Interviews in Frontline” – a step by step guide on how to use interview questions pre-loaded into Frontline. Administrators will record all answers in Frontline – there will be no paper documents• On the interview tally sheet, administrators will write their reason for selecting the interview pool of applicants, e.g. all applicants interviewed have experience in a Title school
5. Submitting a Hiring Recommendation Remotely	<ul style="list-style-type: none">• Administrators will follow “How to submit a Hiring Recommendation for an External Candidate” – a step by step guide on how to access and submit a Hiring Recommendation in Frontline
6. Final Stages of Hiring in Frontline	<ul style="list-style-type: none">• Employment receives and approves Hiring Recommendation• Director approves/declines after reviewing hiring file• Administrator is notified okay to offer position• Administrator completes Frontline form to indicated if candidate accepts/declines

Please contact Mary O’Brien in Human Resources at mo'brien@everettsd.org, if you have any questions.