

HIRING PROCESS



NEW FOR 2020-2021

- Interviews via Zoom
- Electronic Forms



APPLICANTS

No Changes!

- **Screening the applicants**
 - ◆ **Review Work History**
 - ◆ **Assure applicant meets minimum qualifications from job posting**
 - ◆ **Experience**
 - ◆ **Education**
 - ◆ **Certification**
 - ◆ **Ensure you have a diverse pool of applicants**
 - ◆ **Send your proposed candidate pool to HR for approval prior to interviews.**

I didn't know
he wasn't
certified?



INTERVIEWS

Zoom
Interviews

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- **Planning the Interview**
 - ◆ **Interview Questions (cleared through HR or obtained from Human Resources Databank)**
 - ◆ **Create an interview checklist (materials to be included in packet)**
 - ◆ **Confidentiality Forms – (Interview committee and candidates)**
 - ◆ **Determine your Interview Team - should always include a member of the appropriate union identified group.**

- **During the Interview**
 - ◆ **Review process with the interview team (who should do what?)**
 - ◆ **Ask each candidate the same questions**
 - ◆ **Advise candidate of next steps**
 - ◆ **Trego Decision Analysis Process**



Do

Schedule 15 minutes prior to discuss process and Decision Analysis, this should include who will ask what questions, how the DA works if members of your team are unfamiliar, to take pictures/scan notes an email to you after and to destroy the hardcopies, anything else relevant

Send agenda, confidentiality agreement and resumes of those to be interviewed the day before

Ask for the confidentiality agreement to be returned prior to interviews via email

When interview begins put the questions up in the shared screen and allow the team to read questions from the screen

Use breakout room or enable waiting room to start candidate in and bring in when ready, otherwise people may show up in your zoom before you are ready

Forward all materials to HR

Complete the hiring recommendation via the new online system

Dress appropriately

Don't-

Email the questions to the team as they then have them and could distribute to whomever

Allow committee to ask questions outside of the prepared questions so that every candidate is treated fairly

Zoom Interviews



RECOMMENDATION/ REFERENCE CHECKS

After the Interviews

- ◆ **Conduct reference checks**
 - ◆ **Minimum of 3 reference checks completed for outside candidates**
 - ◆ **Minimum of 1 reference check from current principal for internal candidates**

- ◆ **Formal recommendation submitted to HR**
 - ◆ **Forms are available on the HR Department website under forms for staff**
 - ◆ **Needs to include list of all candidates considered, name of recommended candidate, interview panel members, and completed reference checks along with all interview materials (rating grids, questions, etc.)**
 - ◆ **Needs to be signed by ED first**

- ◆ **All offers are made by HR Only**
 - ◆ **Note HR cannot move forward with an offer to your recommended applicant without all interview materials**

Electronic
Forms

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Electronic Forms

Frontline Recruitment and Hiring

(aka Applitrack) *click link above to open*

Recruiting & Hiring ▾ Ann Arbor Public Schools Search Holly Scherer

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Forms

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1. Form Field Example Form		
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AAPS Forms		
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<input type="checkbox"/> AAPS Hiring Recommendation Form - preview ✗	Standard Form	Multi-Step
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<input type="checkbox"/> AAPS Re-Hire Payroll Documentation - preview	Standard Form	Multi-Step

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Do's and Don't

- Do use the new forms
- Do NOT click preview (click continue at ✗ bottom right)
- Be specific @ post or don't post – be aware of job 'pools'.
- Coordinate with SISS/Fine Arts to avoid duplicate postings
- Authorization now has option of uploading description
- Forms inbox will let you see your forms
- Something waiting for action by you click the bell (top right)

