

## ATTACHMENT III: BHBL HIRING PROCESS (2025)

<p style="text-align: center;"><b><i>BHBL Hiring Process - Teachers and Professional Staff</i></b></p> <p><i>For teachers 0.5 FTE or greater and LOA for 8 weeks or longer. For appointments of 0.5 FTE or less or LOA's less than 8 weeks, administrators may recommend a replacement without a complete hiring process. See informal hiring process below:</i></p>	
#1	<p><b>Need identified</b></p> <ul style="list-style-type: none"> <li>• Vacancy or LOA established by Principal, Director or K-12 Admin</li> </ul>
#2	<p><b>Notify Assistant Superintendent about need to hire</b> (Principal, Director or K-12 Admin)</p>
#3	<p><b>Human Resources Notified</b> (Assistant Superintendent)</p> <ul style="list-style-type: none"> <li>• Draft posting developed and shared with Assistant Superintendent (HR)</li> <li>• Position posted once approved (HR) <ul style="list-style-type: none"> <li>○ Internal posting (5 days minimum)</li> <li>○ Posting is sent to all District Employees</li> <li>○ External Posting on OLAS and Recruit Front (10 days minimum)</li> </ul> </li> </ul>
#4	<p><b>Charge Established</b> (Superintendent designates HR Director to issue hiring committee charges)</p> <ul style="list-style-type: none"> <li>• HR will draft charge email and distribute it to Building Principal and Building President.</li> <li>• Charge will determine the make-up of the interview committee. (The committee typically consists of at least 2 teachers. One in the subject area and one from a different area. Additional members may be included.)</li> <li>• Building Principal or Designee consults with the building president to appoint a teacher co-chair for the interview committee. Notify Assistant Superintendent and HR of specific make-up of committee (link to form).</li> <li>• If the hiring timeline precludes teacher availability due to a sudden vacancy and/or school calendar issue, after all attempts to follow the process have been exhausted, alternative plans will be at the discretion of the Assistant Superintendent.</li> </ul>
#5	<p><b>Interview Planning</b></p> <p><b>Screening of Applicants</b></p> <ul style="list-style-type: none"> <li>• Principal and Building President establish the members of the interview committee.</li> </ul>

	<ul style="list-style-type: none"> <li>Principal (in consultation with K-12/Director) are responsible for pre-screening of applications, if necessary. (Pre-screening is the process of initial screening to reduce the number of applications to a reasonable number.)</li> <li>Principal (in consultation with K-12/Director) and Building President coordinate the final screening and selection process.</li> <li>Review of remaining candidates and selection of interviewees will be completed by the full committee.</li> <li>Finalization of the list of candidates to be interviewed is the ultimate responsibility of the Principal.</li> </ul> <p><b>Human Resources:</b></p> <ul style="list-style-type: none"> <li>Send <u>Confidentiality forms</u> to each member of committee before they screen candidates.</li> <li>Send <u>Hiring training video</u> to committee before they screen candidates.</li> </ul> <p><b>Building Principal/K-12:</b> Complete Interview Request form and send to HR 5 days in advance of proposed interview date:  <i>Form includes:</i></p> <ul style="list-style-type: none"> <li>interview date(s)</li> <li>desired timeframe for interview (ie 30 minutes with 5 minute break)</li> <li>request lunch to be scheduled if needed</li> <li>names of committee members</li> <li>candidates to be interviewed</li> </ul> <p><b>Human Resources:</b></p> <ul style="list-style-type: none"> <li>Create candidate folders to be shared with committee for interview day (PDF of entire application).</li> <li>Set up interview times with candidates.</li> <li>Create schedule for committee (schedule will include hyperlinks for each candidates application, google meets (if virtual), and evaluation forms.</li> <li>Order food (if applicable).</li> </ul>
#6	<p><b>Preparing the Committee</b></p> <ul style="list-style-type: none"> <li>Confirm hiring video has been reviewed (HR).</li> <li>Create/Solicit interview questions and distribute to committee (<b>Co-chairs</b>).</li> </ul>
#7	<p><b>Conduct First-Round Interviews</b></p> <p><b>Pre-Meeting Discussion</b></p> <ul style="list-style-type: none"> <li>Overview of the day and expectations (<b>Co-chairs</b>)</li> <li>Finalize questions and logistics (<b>Co-chairs</b>)</li> </ul> <p><b>Interviews (Committee)</b></p> <ul style="list-style-type: none"> <li>Conduct Interviews (committee)</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete evaluation forms</li> </ul> <p><b>Deliberations (Committee)</b></p> <ul style="list-style-type: none"> <li>• Debrief process and complete required paperwork.</li> <li>• Select candidates to move to the next round by consensus. <ul style="list-style-type: none"> <li>○ <b>Co-chairs</b> facilitate discussion.</li> </ul> </li> </ul> <p><b>Post Interview Processes</b></p> <ul style="list-style-type: none"> <li>• Call candidates not moving forward for notification (Principal/K-12).</li> <li>• Collect any documents from the interview process (PDF of candidate applications that were printed, evaluation forms, etc.) (HR).</li> <li>• Files one complete interview packet (schedule, evaluations, applications) in position file (HR).</li> </ul>
#8	<p><b>Sample Teaching (if needed) &amp; Final Round Interviews</b></p> <ul style="list-style-type: none"> <li>• Coordinate final round interview timeframe with Superintendent/Assistant Superintendent. (Principal/K-12)</li> <li>• Coordinate sample teaching with building personnel for location, schedule, etc. (Principal/K-12)</li> <li>• Schedule sample teaching time and communicate expectations for sample teaching/interview with the candidates.(Principal/K-12)</li> </ul>
#9	<p><b>Additional Interview (if needed)</b></p>
#10	<p><b>Successful Candidate Determination</b></p> <ul style="list-style-type: none"> <li>• Conduct reference checks. (Administration)</li> <li>• Contact candidate and offer position. (Asst. Superintendent)</li> <li>• Contact other candidates. (Asst. Superintendent)</li> <li>• Make notification of hire. <ul style="list-style-type: none"> <li>○ This is done through school front between HR and Asst Superintendent.</li> </ul> </li> </ul>
#11	<p><b>Onboarding</b></p> <ul style="list-style-type: none"> <li>• Prepare BOE agenda (Asst. Superintendent).</li> <li>• Follow onboarding process (HR).</li> </ul>

### Informal Hiring Process:

For part time positions less than 0.5 FTE and LOA's less than 8 weeks, Principal's or other approved Admin may appoint candidates without the formal process described above. Once steps 1-3 above have been completed inclusive of the internal and, if desired, external posting process, Principals (or other administrators) may meet and decide the successful candidate. Principals may include other professionals in this process at their discretion.

### Internal Candidate Consideration:

This chart outlines the required procedures for considering currently employed professionals and other internal candidates for full time probationary positions and part-time positions greater than 0.5 FTE. The chart outlines circumstances requiring informal and formal interviews, voluntary reassignment, or involuntary reassignment and differentiates between in-tenure and change of tenure situations.

<b>BHBL Hiring Process - Administrative Positions</b>	
#1	<b>Need identified</b> <ul style="list-style-type: none"> <li>• Vacancy or LOA established by Superintendent or Assistant Superintendent.</li> </ul>
#2	<b>Human Resources Notified</b> (Assistant. Superintendent) <ul style="list-style-type: none"> <li>• Draft posting developed and shared with Asst. Superintendent. (HR)</li> <li>• Position posted once approved. (HR) <ul style="list-style-type: none"> <li>○ Position is posted internally. (5 days minimum)</li> <li>○ Posting is sent to all District Employees</li> <li>○ External Posting is posted on Recruit Front. (10 days minimum)</li> </ul> </li> </ul>
#3	<b>Establish Interview Committee</b>  <b>Charge Established (Superintendent and HR Director)</b> <ul style="list-style-type: none"> <li>• Draft charge and distribute to Association Presidents. (HR) The charge will include make-up of the interview committee. (Parents, Teachers, Administrators, CSEA, and additional members as needed.)</li> <li>• Association Presidents select representatives based on the charge guidelines.</li> <li>• Administrator and Teacher Association Presidents identify which of their membership will be designated as co-chairs. (Role of the co-chair is to consult with the Assistant Superintendent and HR Director throughout the process.)</li> <li>• Parent representatives are solicited via an email generated by HR. Parent representatives are selected by PTA Presidents but do not have to be PTA members.</li> <li>• If students are part of the process they will be selected by HR or administration.</li> <li>• Board President will identify a Board Member to audit the process. Board member/auditor is welcome at any point in the process as an observer.</li> <li>• Confirm committee membership. (HR) <ul style="list-style-type: none"> <li>○ Send Confidentiality forms to each member of committee BEFORE they screen candidates.</li> <li>○ Send Hiring training video to committee before they screen candidates.</li> </ul> </li> </ul>
#4	<b>Pre-Screening of Applicants</b> <p>HR will remove uncertified or incomplete applications. To be considered applications must have:</p> <ul style="list-style-type: none"> <li>• Administrative Certification or Pending Certification</li> <li>• Prerequisite experience</li> <li>• Cover letter</li> <li>• Undergraduate and Graduate Transcripts</li> <li>• Updated Resume</li> <li>• 3 Letters of Recommendation</li> </ul> <p><b>**If more than 25 applications are received, apply the following procedures.</b></p>

	<p>The Assistant Superintendent, at large Admin Rep (designated by AA President) and at large TA Rep (designated by TA President) review all complete applications using this form and narrow down to 20-25 potential candidates.</p> <ul style="list-style-type: none"> <li>• Candidates receiving a recommendation from 1 of 3 screeners will be considered for formal screening. If this does not yield a reasonable number of applicants, the group will meet to select candidates for formal screening.</li> </ul>
#5	<p><b>Screening of Applicants</b></p> <ul style="list-style-type: none"> <li>• Human Resources and Assistant Superintendent facilitate a meeting of the hiring committee to review established rubric and calibrate screening process.</li> <li>• Create screening packets for committee members (HR)</li> <li>• Committee members screen all applications according to this rubric.</li> <li>• Resulting scores are tabulated and organized (HR)</li> </ul>
#6	<p><b>Selection of Interview Candidates &amp; Question Development</b></p> <ul style="list-style-type: none"> <li>• Human Resources and Assistant Superintendent facilitate a meeting to select interview participants. <ul style="list-style-type: none"> <li>○ Committee reviews the outcome of screening and selects 6-10 candidates to interview through consensus. A vote can be held on final decisions if required.</li> <li>○ Interview questions developed and assigned to committee members. (This process is ongoing through google doc revision until the day of the interview. Committee members may propose their own questions or choose from previously established questions.)</li> </ul> </li> </ul>
#7	<p><b>Interview Planning</b></p> <p><i>Human Resources</i></p> <ul style="list-style-type: none"> <li>• Create candidate folders to be shared with committee for interview day.(PDF of entire application)</li> <li>• Set up interview times with candidates.</li> <li>• Create schedule for committee (schedule will include hyperlinks for each candidates application, google meets (if virtual), and evaluation forms.</li> <li>• Confirm all hiring preparation (video, forms, etc.) have been reviewed.(HR)</li> <li>• Order food. (if applicable)</li> </ul>
#8	<p><b>Stakeholder Meetings</b></p> <ul style="list-style-type: none"> <li>• Schedule and organize faculty and community stakeholder meetings <ul style="list-style-type: none"> <li>○ Depending on the position this may include various meetings with faculty members and community groups. Typically one faculty meeting and one PTA meeting will be utilized.</li> <li>○ HR, the Assistant Superintendent, and/or the Superintendent will facilitate the meeting along with the co-chairs, gathering general information on characteristics desired from the position and explaining the interview process. Information gathered will help with question construction and interview emphasis.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Committee members are encouraged to attend these meetings</li> </ul>
#9	<p><b>Conduct Committee Interviews</b></p> <p><b>Pre-Meeting Discussion</b></p> <ul style="list-style-type: none"> <li>● Give an overview of the day and expectations. (HR Director and Assistant Superintendent)</li> <li>● Finalize questions and logistics. (HR Director)</li> </ul> <p><b>Interviews (Committee)</b></p> <ul style="list-style-type: none"> <li>● Conduct Interviews.(committee)</li> <li>● Complete evaluation forms. (committee)</li> </ul> <p><b>Deliberations (Committee)</b></p> <ul style="list-style-type: none"> <li>● Debrief process and complete required paperwork.</li> <li>● If the HR Director, Assistant Superintendent and the co-chairs all agree, a 24 hour wait period can be implemented before sending feedback to the Superintendent.</li> <li>● Identify strengths/weaknesses of the candidates to share with the Superintendent <ul style="list-style-type: none"> <li>○ HR/Assistant Superintendent facilitates discussion.</li> <li>○ HR Director facilitates note taking.</li> <li>○ Candidate analysis sent to the Superintendent.</li> <li>○ A meeting is scheduled between the Assistant Superintendent, both co-chairs, and the Superintendent to debrief the interview process.</li> </ul> </li> <li>● Superintendent debriefs process with Board member/Auditor.</li> </ul> <p><b>Post Interview Processes</b></p> <ul style="list-style-type: none"> <li>● Call candidates not moving forward for notification. (Assistant Superintendent)</li> <li>● Collect any documents from the interview process. (PDF of candidate applications that were printed, evaluation forms, etc.) (HR Director)</li> <li>● File one complete interview packet (schedule, evaluations, applications) in position file. (HR)</li> </ul>
#10	<p><b>Superintendent Interviews</b></p> <ul style="list-style-type: none"> <li>● Schedule interview or coordinate with HR to schedule interviews. (Assistant Superintendent, DO Administrative Staff)</li> <li>● Communicate interview expectations with the candidate prior to the interview. (Assistant Superintendent) Typically will include a writing assignment or other authentic task.</li> <li>● Superintendent authorizes reference checks of finalist(s).</li> </ul>
#11	<p><b>Additional Interview (if needed)</b></p> <ul style="list-style-type: none"> <li>● For Building Principal interviews, an optional visit to a candidate's current school may be included.</li> </ul>
#12	<p><b>Reference Checks and Final Selection</b></p> <p>(Note: Reference checks should <u>only</u> be undertaken once specific authorization has been given by the superintendent.)</p> <ul style="list-style-type: none"> <li>● Conduct reference checks. (Administration)</li> <li>● Conduct reference checks. (Association to Association)</li> </ul>

	<ul style="list-style-type: none"> <li>• After reference checks above have been completed, contact the candidate and offer the position. (Superintendent).</li> <li>• Contact other candidates. (Assistant Superintendent)</li> <li>• Send out notification of hire. This is done through SchoolFront between HR and Assistant Superintendent.</li> </ul>
#13	<b>Onboarding</b> <ul style="list-style-type: none"> <li>• Prepare BOE agenda. (Assistant Superintendent)</li> <li>• Board Member/Auditor reports to the full board of education on the administrative hiring process.</li> <li>• The Board of Education meets with the final candidate prior to the board meeting at which appointment will be recommended. (Superintendent)</li> <li>• Follow onboarding process. (HR)</li> </ul>

Updated May 2025