

# ESP SELECTION, HIRING & ONBOARDING PROCESS CHECKLIST

## WASHOE COUNTY SCHOOL DISTRICT OFFICE OF HUMAN RESOURCES

### SELECTION PROCESS

<b>Review Options</b>	<ol style="list-style-type: none"> <li>1. Review all applicants in the online posting.</li> <li>2. Establish a screening and selection committee which consists of a minimum of three (3) individuals.</li> <li>3. Paper screen the applicants.</li> <li>4. Develop site-based interview questions.</li> </ol>	<input type="checkbox"/>																								
<b>Committee Selection</b>	Select Committee Members- group should be a minimum of three committee members. It is recommended that committee members meet prior to interviews.	<input type="checkbox"/>																								
<b>Paper-screen Applicants</b>	<p>Paper-screen the applicants to determine those qualified. Please verify that you are paper-screening from an actual posting and only screening applicants from that posting. Check that selected applicant has an ESP online application and that it's attached to the correct ESP posting.</p> <p>You can paper-screen prior to the close of a posting, but you cannot interview until the posting has closed. You can only interview applicants who have applied to the posting in SearchSoft. Please do not accept any hand delivered applications. <b>You must interview three internal qualified applicants prior to conducting interviews/hiring of external candidates.</b></p>	<input type="checkbox"/>																								
<b>References</b>	<p>We encourage administrators to check references first before interviewing.</p> <p><b>For a current WCSD</b> employee – please check with his/her current WCSD Supervisor</p> <p><b>For new hires to WCSD</b> – the Confidential References in SearchSoft are available. If three confidential references are <u>not returned</u>, please complete a Verification of Employment form (HR-F539) to call former employers to obtain references. The form is located <a href="#">here</a>.</p>	<input type="checkbox"/>																								
<b>Create Interview Packets for Committee Members</b>	<p>You can create an interview packet for your committee based on the position. ALL HIRING PAPERWORK CAN BE OBTAINED FROM THE HUMAN RESOURCES FORMS PAGE (WCS D WEBSITE LOGIN IS REQUIRED TO ACCESS THE PAGE).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Committee Chair</th> <th style="width: 50%;">Committee Members</th> </tr> </thead> <tbody> <tr> <td>Confidentiality Agreement (required)</td> <td>Confidentiality Agreement (required)</td> </tr> <tr> <td>Interview Report Form (required)</td> <td></td> </tr> <tr> <td>Interview Schedule</td> <td>Interview Schedule</td> </tr> <tr> <td>Interview Questions</td> <td>Interview Questions</td> </tr> <tr> <td>Committee Member Ranking Sheet</td> <td>Committee Member Ranking Sheet</td> </tr> <tr> <td>Application/Resume/Cover Letter/Recommend.</td> <td>Application/Resume/Cover Letter/Recommend.</td> </tr> <tr> <td>Any additional attachments applicable to position</td> <td>Any additional attachments applicable to position</td> </tr> <tr> <td>Chairperson Composite Ranking Sheet</td> <td>Prohibited Questions Selection Guidelines</td> </tr> <tr> <td>Prohibited Questions Selection Guidelines</td> <td></td> </tr> <tr> <td>Resumes/applications</td> <td></td> </tr> <tr> <td>Any Assessment Test results (if applicable)</td> <td></td> </tr> </tbody> </table>	Committee Chair	Committee Members	Confidentiality Agreement (required)	Confidentiality Agreement (required)	Interview Report Form (required)		Interview Schedule	Interview Schedule	Interview Questions	Interview Questions	Committee Member Ranking Sheet	Committee Member Ranking Sheet	Application/Resume/Cover Letter/Recommend.	Application/Resume/Cover Letter/Recommend.	Any additional attachments applicable to position	Any additional attachments applicable to position	Chairperson Composite Ranking Sheet	Prohibited Questions Selection Guidelines	Prohibited Questions Selection Guidelines		Resumes/applications		Any Assessment Test results (if applicable)		<input type="checkbox"/>
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<b>Minimum Required Applicants to Interview</b>	<ul style="list-style-type: none"> <li>• <b>If posting is opened to transfer/promotional WCS D employees and external applicants –</b> <ul style="list-style-type: none"> <li>○ If there are at least 3 internal candidates who meet minimum qualifications, all internal candidates must be interviewed and the hiring Administrator must demonstrate that none of the candidates were satisfactory for hire prior to conducting interviews and/or hiring of external candidates.</li> <li>○ If there are less than 3 internal candidates who meet minimum qualifications, all internal candidates who meet minimum qualifications must be included in interviews conducted with external candidates.</li> <li>○ An Administrator may move forward in conducting interviews when there are less than 3 candidates attached (internal or external) who meet minimum qualifications.</li> </ul> </li> </ul>	<input type="checkbox"/>																								

	<b>If applicants are selected from a continuous posting or saved search</b> (consists of current employees and outside applicants) – select no less than five (5) qualified applicants, if available, for the interview.	<input type="checkbox"/>
<b>Contact Applicants</b>	Telephone the candidates to be interviewed and inform them of the time/place/date of interview.	<input type="checkbox"/>
<b>Teacher Aide &amp; Assistant Overages</b>	Usually at the end of <b>May thru December</b> of the current tax year, ESP Teacher Aide/Assistant and SpEd Aide/Assistant overages need consideration.  Administrators <i>must consider</i> all ESP TA overage candidates who have applied to their position. These candidates will have applications marked so you can see which applicants are overage and which are not. These applications are marked “TA Overage from the applicant list in SearchSoft.”  If no TA Overages have applied, there will be a Saved Search for you to contact those employees. If there is no list, then there are no overages that need to be considered.	<input type="checkbox"/>
<b>Conduct Interviews</b>	Prepare the interview packet for each committee member.  After deliberations, please make sure your committee members complete and sign the forms in their packets and return to the committee chair or designee.  It is the responsibility of the Committee Chair for calling those interviewed to notify them of the committee’s decision.  <b>VIRTUAL INTERVIEWS:</b>  Administrators are permitted to do one-to-one phone interviews. If a committee is utilized, it can be pared down to only those people that are essential to participate based on the Administrator’s discretion.  Anyone involved in the interviewing process should complete the related paperwork. If they cannot sign it and return it electronically for some reason, they should send acknowledgement in an email to the interview chair. For example, an email saying they have received and understand the confidentiality agreement. Rankings should also be documented in writing. Another option is to complete the forms and then take a picture and submit them with the individual’s cell phone.	<input type="checkbox"/>
<b>Mark the Applications in SearchSoft</b>	<b>HR will notify the applicants not selected for interview. You can mark the applications selected for interview and not selected for interview in SearchSoft by clicking on the applicant list and perform the following:</b>  <ol style="list-style-type: none"> <li>1. Mark the names of those selected for interview by clicking on the box located to the left of the applicant’s name.</li> <li>2. Go to the top of the list to the drop down menu located next to the “go” button and select “Change Applied Job Status” and click “Go”</li> <li>3. A new window will pop up and at the top will be a drop down menu. Click the down arrow and click “Selected for Interview”</li> <li>4. Click the “Change Applied Job Status button and you will return to the applicant list.</li> <li>5. Click the header “Applied Job Status” It will sort in ascending order; if you click a 2<sup>nd</sup>. time it will sort in descending order and will group the applications together so you can focus on just those application that were selected for interview.</li> </ol> Once HRPostingHiring receives the UHR, HR will contact those applicants that were not selected for interview.  Please note you can also mark those “Not Selected for Interview” by repeating these instructions and clicking on the correct status in step 3.	<input type="checkbox"/>
<b>Prior to offering position</b>	Please contact the most recent previous employer or previous supervisor and do a reference check prior to offering the position to the selected candidate.	<input type="checkbox"/>
<b>External Job Boards</b>	<b>If you have trouble finding candidates</b> , you can request to post on external job boards (Indeed, Craig’s List, LinkedIn, etc) by contacting Cynthia Flores at <a href="mailto:CYFlores@WashoeSchools.net">CYFlores@WashoeSchools.net</a> .	<input type="checkbox"/>

**Selection & Deadlines**

Once the selection is made, please return all hiring documents to [HRPostingHiring@washoeschools.net](mailto:HRPostingHiring@washoeschools.net). The UHR is the document that officially hires the selected candidate into the position.

**Payroll Deadlines:**

**New Hires:** Universal Hiring Requisitions (UHR) and the Completed Hiring Packet is due 5 pm, Eight (8) business days prior to New Employee Orientation (NEO) or the expected start date.

**Transfers:** All other ESP employee transactions due **Monday, preceding the close of payroll on Friday:**

- Transfers
- Changes (hours, days, funding)
- TAPS

**We ask that you not put your employees into a situation that will cause them to miss a paycheck. The above deadlines allow our staff sufficient time to accurately process the required documents.**



# Continue to next page

**HIRING PROCESS**

**COMPLETED INTERVIEW PACKET SUBMITTED TO HUMAN RESOURCES (ELECTRONIC SUBMISSION IS PREFERRED)**

<b>Interview Packet</b>	The interview packet link and approved UHR should have been sent to the hiring administrator and secretary from HRPostingHiring. The documents below outline each form in the packet and what is required to send back to Human Resources. Once the UHR is submitted, the posting will be removed from the job board and the UHR will be sent to HR Licensing or to the HR Technician if no licensing is required. <u>The approved UHR with the PC signature on page 1 is the version that needs to be returned for selection to HRPostingHiring</u>	
<b>1. Approved Requisition (UHR) Must be submitted electronically (Required)</b>	<b>Universal Hiring Requisition available online <a href="#">here</a>.</b> Please complete Part II of the Approved Universal Hiring Requisition (UHR), SAVE the document (DO NOT CHANGE DOCUMENT NAME), and return it to the HR POSTING/HIRING MAILBOX ( <a href="mailto:HRPostingHiring@washoeschools.net">HRPostingHiring@washoeschools.net</a> ) for processing. Please make sure you fill in all related ESP fields on the requisition to avoid any delays. This form is required to be submitted electronically. <b>Hard copies or scanned copies of the UHR cannot be processed. Please make sure the UHR form is returned in the fillable format.</b>	<input type="checkbox"/>
<p><b>ALL OTHER HIRING DOCUMENTS LISTED BELOW (2-7) should be sent electronically to <a href="mailto:HRPostingHiring@washoeschools.net">HRPostingHiring@washoeschools.net</a>.</b> Please include the PCO number located on the upper right corner of the universal hiring requisition. (IF YOU ARE UNABLE TO SEND ELECTRONICALLY, YOU CAN SUBMIT TO DANI HOWELL IN HUMAN RESOURCES VIA SCHOOL MAIL. PLEASE INDICATE THE PCO# ON THE HIRING DOCUMENTS LISTED BELOW). <b>ALL HIRING PAPERWORK CAN BE OBTAINED FROM THE HUMAN RESOURCES FORMS PAGE (WCSD WEBSITE LOGIN IS REQUIRED TO ACCESS THE PAGE).</b></p>		
<b>2. Interview Report Form /Composite Ranking Sheet (Required)</b>	Please complete the form and submit to Human Resources with the PCO# indicated on the form. Please list all people considered for an interview even if the candidate turned down the interview. It is the responsibility of the committee chair for calling those interviewed to notify them of the committee's decision. ( <a href="#">HR-F536</a> ). The composite Ranking sheet is on page 2 of this form.	<input type="checkbox"/>
<b>3. Confidentiality Agreement Forms (Required)</b>	Must be signed by <u>all</u> interview committee members and submitted with the PCO#. (HR-F505). The form can be found here. ( <a href="#">HR-F505</a> )	<input type="checkbox"/>
<b>4. Interview Questions &amp; Answers (Required)</b>	Please submit interview questions & answers for each candidate interviewed from each committee member and the committee notes. Again include the PCO# on all forms. The template can be found by clicking the form number <a href="#">HR-F116</a> .	<input type="checkbox"/>
<b>5. Committee Member Ranking Sheets</b>	Please submit completed <a href="#">Ranking Sheets (HR-F544)</a> from each committee member. The <u>Composite Ranking Sheet</u> is on Page 2 of the <u>Interview Report Form</u> .	<input type="checkbox"/>
<b>6. Printable Application</b>	This must be signed by the applicant selected (New Hires Only).	<input type="checkbox"/>
<b>7. VOE form</b>	If applicable, (NEW HIRES) Verification of Employment – ESP form (VOE) – see references above. The VOE form is available <a href="#">here</a> . (HR-F539)	<input type="checkbox"/>

**ALL NOTES AND MATERIALS, INCLUDING ANY TESTING MATERIALS USED BY THE COMMITTEE MEMBERS DURING THE PAPER SCREENING AND INTERVIEW PROCESS ARE TO BE RETURNED AND RETAINED BY THE HUMAN RESOURCE OFFICE NO LATER THAN 5:00 PM, WEDNESDAY, PRIOR TO NEW EMPLOYEE ORIENTATION (NEO).**

Continue to next page

**ONBOARDING**

<b>Separation Form</b>	Is there an employee vacating this position? Please forward an ESP Separation form for the vacating employee to your <a href="#">Human Resources Technician</a> . Currently this form is on the website located <a href="#">here</a> . (HR-F122)	<input type="checkbox"/>
<b>Orientation</b>	<p>Administrator or Site Designee should contact the HR Technician in Employee Services to obtain New Employee Orientation (NEO) information. You can find the information on the district website <a href="#">here</a>.</p> <p>Orientations are now being held remotely and your HR Technician will need the following information emailed to them from you or your site designee in order to orientate your new hire:</p> <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Position</li> <li>▪ Location</li> <li>▪ Hours Per Week</li> <li>▪ PCO#</li> <li>▪ Application #</li> <li>▪ Start Date</li> </ul> <p>✓ Your HR Technician will reach out to the new hire via email with the required orientation web link. Please contact the new hire and notify them to look for an email from Human Resources with the web link information.</p> <p>✓ Once the new hire has completed all steps of the orientation process (orientation paperwork, I-9, background clearance, and fingerprinting), they will be able to start work and your HR Technician will enter the UHR into Business Plus.</p> <ul style="list-style-type: none"> <li>• This will allow IT to set up email access and set up your new hire for payroll.</li> </ul> <p>✓ A Business Plus workflow will send an email to the site designee. This is the confirmation that the transaction is complete.</p>	<input type="checkbox"/>
<b>Start Dates</b>	<p><b>New Hires:</b> Please ensure the new hire does not start until all the Orientation requirements have been fulfilled and the new hire has been fingerprinted. Fingerprint information can be found <a href="#">here</a>.</p> <p><b>Transfers:</b> Please communicate with the employee's current administrator to agree upon a mutual transition date from the employee's current location to the new location. The hiring administrator of the new school/department should inform the employee when they are expected to start work at their new location.</p>	<input type="checkbox"/>
<b>Hiring Substitute Teachers into ESP positions</b>	If you are hiring a substitute teacher currently with WCSD for an ESP position, they must attend new employee orientation, have an ESP/classified application and have applied to an ESP position.	<input type="checkbox"/>