INTERVIEWING & HIRING PROCEDURES

Created by the Human Resources Department

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INDEX

POSTING A VACANCY

The following actions result in a job vacancy:

- Employee resigns or retires
- Employee transfers to another position and/or location
- Employee is terminated
- A new position is allocated
- Employee is going on extended leave*

*If an employee is on extended leave for the remainder of the year, the position will be posted with the following statement: "position is temporary for remainder of school year" The person hired in the position will still be eligible for full pay and benefits as dictated by the original position. Applicants must be notified during the interview that the position is temporary.

When a position becomes vacant, it must be posted through the Human Resources Department. There are a few exceptions that occur which allow a position to be filled without posting. These exceptions are:

- Employee is returning from extended leave and needs to be placed
- Reduction in force
- Reorganization of a department that consists of new titles and/or pay for duties currently being performed
- The Superintendent of Schools and/or Human Resources designee gives special approval for a position not to be posted due to reorganization, at reappointment time or other circumstances
- Temporary leave of another employee
- Lateral administrative moves
- Other lateral moves for positions not covered in the bargaining unit
- Interim placements
- Voluntary switching of positions
- Superintendent and Board approved restructuring plan that includes transfers and eliminates positions of current employees
- Forced transfers and/or placements by the Superintendent
- At reappointment time, when planning for the following school year, the principal can make reassignments in order to meet the needs of the school (i.e. transfers within grade levels such as an additional grade 1 position needed and a grade 5 position being eliminated due to changes in student enrollment)
- Changes that might occur due to a reduction in positions at a site that is a result of opening a new school in the District

NOTE: Requirements listed on the posting must be on the job description.

The site must submit a requisition through the application management system to request that a job be posted. The Human Resources Department must have the following before a requisitioned job is opened:

1. Electronic notification through the application management system that a position has been vacated or
2. Personnel Action Form (SO-Per-007) or
3. Request for Extended Leave Form (SO-Per-018) or
4. Verification of newly allocated position

Replacement positions will not be posted without electronic verification and/or the appropriate paperwork that the position has been vacated and an opening exists.

The following process should be followed when posting a job:

1. A selected person at each site submits a Job Requisition online using the Applicant Tracking system. *(One person from each site has been trained in this process.)*
2. The position will be posted after approval from Human Resources. All positions are posted on our District website and applicants must complete an electronic application and apply for the job online using the Applicant Tracking system.

   All positions are posted for two (2) days for internal applicants. If a suitable candidate is not found, the site administrator can ask the Human Resources Department to post it for three (3) days for external applicants. In the case of an emergency or critical need, the position that has already been posted for two (2) days internally may be filled as soon as a qualified person is available, with approval from the appropriate union personnel. A Human Resources administrator must give approval in order for a Confidential, Professional/Technical/Supervisory or Administrative position to be posted ASAP.

   Available coaching positions are posted internally for five (5) days in accordance with HCTA contract. If the position is not filled, the coaching position will be posted externally (at large) for five (5) additional days. For positions listed in Appendix C of the HCTA contract – If a vacancy occurs after the athletic season begins, administration may appoint a replacement coach after advertising the vacancy via email at their school site or posting the position for a period of not less than two (2) days. All hiring procedures are to be followed.

   An administrator may request that a position be posted with an "as soon as possible" (ASAP) closing date. This applies only to positions covered under the Hernando Classroom Teachers' Association (HCTA) and Hernando United School Workers (HUSW) bargaining units. The designated/association official must give approval for an ASAP closing date because he/she is agreeing to waive the 2 or 3-day posting as required in contract language. ASAP closing date requests should only be for emergencies, critical positions, and/or non-entry level positions.

   At midnight of the closing date, the posting will be considered closed and will be removed from the view of all applicants.

Applicants can be interviewed prior to the closing date, however no offer can be made until all qualified applicants are interviewed and the posting has closed.

If a suitable applicant is not found, the position should be re-posted. If the position is in a critical shortage area or the administrator would like assistance in recruiting additional applicants, he/she should contact the Human Resources Department via email and the posting dates may be extended. If the position is for an instructional opening, there are other websites and resources that can be used in order to recruit additional applicants.

If a long-term substitute is placed in the position due to a lack of qualified applicants, the position must remain posted

All Assistant Principal and Principal positions will be posted, interviewed, and hired using the procedures outlined in the Leadership Plan maintained by the Professional Development Department.

INITIAL REVIEW OF APPLICANTS

The administrator or his/her designee must access all applications through the Applicant Tracking system. This can be done by following these steps:

1. *Go to the HR page of the HCSB website, click on Jobs, then "District Admin Login"*
2. *Click on "jobs" on the top tab*
3. *Find a position and click "Applicants" to the left of the posting*
4. *The names of the applicants that have applied for this specific job will appear. The phone number, application type, email address, Veterans' Preference (VP) status will also appear on this page. The application type indicates 'Standard Application' for any new applicant and 'Transfer Application' for any person currently employed with the Hernando County School System. Please note that all substitutes are required to complete a Standard Application to be considered for full-time positions.*
5. *Click on the applicants name to look at their information*

It is important to review the job description and determine what criteria are essential for the job (certification, typing test, master custodian certificate, etc.).

SCREENING

If the position is instructional, request that the Certification Department screen the applicant to determine if he/she is eligible for the position. This can be done by following these steps:

1. *Click on "jobs" on the top tab*
2. *Find the position that will be interviewed for and click "Applicants" to the left of the posting. The names of the applicants that have applied for this specific job will appear.*
3. *Click the applicants name to go to the Application Management page*
4. *Check the Yes box next to Request Certification Screening*
5. *Click "save and next"*
6. *The Certification Specialist in Human Resources will be automatically notified via email of your request. They will screen the application and indicate eligibility in the "Notes" section regarding certification and Highly-Qualified status within 48 hours or as soon as possible. The "Notes" section is located at the bottom of the Application Management page.*

If the job description requires a typing test, only those applicants who have passed the typing test (with the appropriate number of words per minute as required on the job description) should be interviewed. The Human Resources Department administers the typing test and applicants should call or email to schedule an appointment. The applicant should produce a certificate showing the completion of the typing test given by a Human Resources Specialist.

If the position is clerical and there is an abundance of applicants, consider a clerical screening test. See Appendix B for examples.

If the applicant does not meet the criteria for the position, it can be indicated online by following these steps:

1. *Click on the box next to the applicant's name.*
2. *At the top, click on the drop down box and click on change applied status*

3. *Click "Go"*
4. *In the new applied job status box, click on the drop down menu and click on "does not meet job description"*
5. *Click "change applied job status" at bottom of page*

To remove the applicant's name from the list for the next time the search for applicants is run, follow these steps:
1. *Put a check mark in the box next to the applicant name (or multiple names) and click "remove from results "from the drop down menu on top.*

INTERVIEWING APPLICANTS

It is acceptable to use a screening committee in order to limit the number of interviews the hiring administrator has to conduct. The screening committee could conduct a brief interview and recommend the top candidates to be interviewed by the hiring administrator. Example screening committees are:

- Team leader and grade level teachers for an instructional position
- Guidance Counselors for a guidance position
- Group of current clerical staff for a clerical opening
- Head Custodian and Custodian II for a custodial opening

Per the HCTA and HUSW contracts, transfer applicants (current employees of the Hernando County School District) have first preference.

Interviewing may take place using a tier system. Please note that if any applicant from a tier is interviewed, all applicants from that tier must be interviewed. For example, if all tier I and II applicants are interviewed and an applicant from tier III is interviewed, then all applicants from tier III must also be interviewed.

All applicants can be interviewed if desired. The tier system is designed to narrow down the required number of interviews if a large number of individuals apply.

EXAMPLE ONLY

Tier I	Tier II	Tier III	Tier IV
All current employees of Hernando County School District (at your site or any other site) that meet qualifications Indicated by: Transfer Application	All qualified applicants that are outside of the school system (Applicants who are eligible for Veterans' Preference must be considered if they meet the minimum job requirements.) Examples: • all outside applicants that meet typing test requirements • outside applicants that have the highest score on a screening test • all applicants currently holding a Florida certificate in the subject area	All qualified applicants who are eligible to meet the requirements Examples: • all applicants who have a Statement of Eligibility or may be certified in another state	All other qualified applicants

The chart above is just an example. Criteria can be established based on the type of position, job description, and other appropriate factors. For clerical applicants this may include the typing test and/or clerical screening test. If it is a Custodian II or III position, prior custodial training and experience can be a tier criterion.

If an applicant has been interviewed within the last six months for the same or a similar position, the administrator is not required to interview him/her again. The applicant should be notified that he/she will be considered for the position based on their recent interview for the same/similar position. If the position is significantly different, then the applicant should be given an opportunity to interview for the different position even if previously interviewed.

COMMITTEE INTERVIEWS

If interviewing by committee, it is important to remind committee members that any notes taken during the interview are public record and must be turned in to the facilitator. It is necessary to keep all interview notes on file at the site for four years. These documents may need to be produced in the event of a challenge or lawsuit.

Committees can make the final selection if an administrator with hiring authority is part of the committee. Otherwise, the committee should make a recommendation to the hiring administrator. This recommendation can be any number of applicants and can be in ranked or unranked order at the discretion of the hiring administrator.

INTERVIEW QUESTIONS

Be careful of what questions are asked and how they are asked. Even if the motivation for asking the question is innocent or if the applicant is actually hired, there could still be a discrimination lawsuit.

All questions should be job-related and not used to find out personal information. NEVER ask questions relative to:
- Marital status / family status
- National origin / birthplace
- Race
- Age
- Religion
- Disabilities / health
- Arrests
- Financial condition
- Personal questions
- Sex / sexual preference

See Appendix C for sample interview questions for a variety of positions.

RATING SCALE

All interviews can be conducted using a method of rating. The type of rating scale or rubric can vary based on the type of position, type of interview (committee, individual, etc.), and preference of hiring administrator. It is often useful to use some method of rating in order to determine the most qualified candidate. See Appendix D for sample scoring sheets.

VETERANS' PREFERENCE

Veterans and spouses of veterans have certain employment rights under Florida law. In the past, expressing veterans' preference was only permitted one time to gain employment. The law has now established perpetual entitlement for veterans' preference for eligible persons.

If an applicant stated that he/she wanted to express their veterans' preference rights on the application, and the proper documentation was presented before the closing date of the posting the Human Resources Department will note it on the application.

If all factors (qualifications, experience, etc) are equal, the veteran must be selected for the position.

VETERANS' PREFERENCE PROCEDURES
School Board Policies 1120.00, 3120.11 and 4120.11

Preference in employment, reemployment, promotion, and retention shall be given to an eligible veteran, pursuant to the provisions below, as long as the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for the particular position.

If there is more than one VP applicant in the EQUALLY qualified group, the selection will be based upon how the applicants qualified for VP and their eligibility category. **Hiring authorities should contact the Director of Human Resources for assistance in making these determinations!** A qualifying disabled VP applicant will always be selected over any other category of applicants when EQUALLY qualified.

APPOINTMENT OR RETENTION IN POSITIONS OF EMPLOYMENT

Preference shall be given pursuant to the following categories:
A. Those disabled veterans:

1. who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge, and have established the present existence of a service-connected disability that is compensable under public laws administered by the U.S. Department of Veterans' Affairs; or

2. who are receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans' Affairs and the Department of Defense.

B. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

C. A wartime veteran as defined in F.S. 1.01(14) who has served at least one (1) day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.

D. The unremarried widow or widower of a veteran who died of a service-connected disability.

E. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

F. A veteran as defined in F.S. 1.01(14). Active duty for training may not be allowed for eligibility under this paragraph.

G. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

Preference in employment and retention may be given only to eligible persons who are described above.

In all positions in which the appointment or employment of persons is not subject to a written examination, first preference in appointment, employment, and retention processes shall be given to persons included under A and B above, and second preference shall be given to persons included under C and D above, who possess the minimum qualifications necessary to discharge the duties of the position involved.

A disabled veteran employed as the result of being placed at the top of the appropriate employment list shall be appointed for a probationary period of one (1) year. At the end of such period, if the work of the veteran has been satisfactorily performed, the veteran will be subject to the employment policies of the District.

Applicants must submit required documentation to prove they fall into one of the categories listed above and evidencing discharge under honorable conditions. (See FAQ's for a list of acceptable documentation for each category.) Any supporting documentation must be received by the Human Resources Department on or before the closing date of the job posting.

APPLYING PROPER SCREENING PROCEDURES:
Hiring managers utilize various methods of applicant screening. These guidelines are not intended to specify or to recommend a particular method of screening. However, to ensure that VP is properly considered, hiring managers must incorporate the following screening protocols, depending upon whether a numerically scored test or rating is used as part of the screening or final selection process:
   a. If numeric scoring is used, apply extra points as follows (based upon a 100 point scale):
   · Category A or B: 15 points
   · Categories C and D: 10 points
   · Category E, F or G: 5 points

   A Minimum Passing Score is required. A VP candidate must first satisfy the established minimum passing score before extra points are added. If a VP candidate does not reach the minimum passing score, the candidate is not entitled to progress. Keep in mind that a qualified VP candidate must be given preference at every stage of the selection process.
   b. If numeric scoring is not used, you must utilize another objective method of screening that clearly demonstrates how VP was considered and applied in your selection process. For example, if two applicants (one of whom is a qualified VP candidate) are considered equal in terms of job related qualifications or experience, the qualified VP candidate must be offered the position. However, there may be instances where a qualified VP candidate does not advance to the next step in the selection process. For example, another candidate's qualifications or experience may far outweigh those of the qualified VP candidate. If two VP candidates are considered equal in terms of job related qualifications or experience, a VP candidate in category A or B must be given preference over the VP candidate in categories C through G. Likewise, candidates in categories C and D must be given preference over candidates in category E, F and G. Always keep in mind that a qualified VP candidate must be provided preference at every stage of the selection process.

FREQUENTLY ASKED QUESTIONS

Q: **What is the definition of a "Veteran" for Veterans' Preference eligibility?** The term Veteran means a person who served in the active military, naval, or air service and who was discharged under honorable conditions.

Q: **What are the Wartime periods?**
- World War II: December 7, 1941 - December 31, 1946.
- Korean Conflict: June 27, 1950 - January 31, 1955.
- Vietnam Era: February 28, 1961 - May 7, 1975.
- Persian Gulf War: August 2, 1990 - January 2, 1992.
- Operation Enduring Freedom: October 7, 2001 – ongoing.
- Operation Iraqi Freedom: March 19, 2003 - August 31, 2010.
- Operation New Dawn: September 1, 2010 – ongoing.
- Service during a campaign or expedition for which a campaign badge has been authorized.

Q: **What Character of Discharge must be on the DD Form 214 in order to qualify for Veterans' Preference?** A Veteran MUST have been discharged with nothing less than an "HONORABLE" discharge.

Q: **What if the applicant has multiple DD Form 214's and one of them is less than Honorable?** To be eligible for VP an applicant must have one eligible period of active duty in which they received an Honorable discharge. Therefore, the applicant will be entitled to VP and the other DD Form 214 will be irrelevant.

Q: **What is a DD Form 215 and why is it important?** A DD Form 215 is a document attached to a Veteran's DD Form 214 which declares that some information contained on the DD Form 214 has been corrected, changed or added. This can include corrections to service dates and additions of medals. More importantly for our purposes, this can include upgrades to character of service. The change will supersede the previous one on the DD Form 214.

Q: **Do you have to be a Florida resident to qualify for Veterans' Preference?** You do not have to be a Florida resident to qualify for VP.

Q: **Do you have to be a U.S. citizen to use Veterans' Preference?** No, any VP qualifying U.S. citizen or lawfully authorized alien worker in the United States can apply with a political entity in the State of Florida and request VP on their job application.

Q: **How often can an applicant use Veterans' Preference?** Eligible applicants can use VP as many times as they want when applying for positions. There is no expiration of VP for promotions as long as there is a qualifying event (active duty deployment) while in current position. An eligible employee for VP will always be able to utilize this benefit in the event of a Reduction in Force.

Q: **What Veterans are guaranteed an interview?** When the decision to interview applicants is based on a non-numerical scoring system, all VP eligible applicants MUST be granted an interview if they meet the minimum requirements of the posted position.

Q: **What points/percentages are applied for Veterans' Preference?** Employers who use a numerically based system for hiring must augment a VP eligible applicant's score. The amount that is awarded the applicant is based upon their eligibility category. The points/percentages are five (5), ten (10) or fifteen (15) and are allotted as follows:
- Disabled Veterans: 15 points/percent (Category A)
- The spouse of a Veteran with a total and permanent service-connected disability, missing in action, captured in line of duty by a hostile force, or Detained or Interned in line of duty by a foreign government or power: 15 points/percent (Category B)
- A Veteran of any war who has served at least one day during that wartime period or who has been awarded a campaign or expeditionary medal: 10 points/percent (Category C)
- The un-remarried widow or widower of a Veteran who died of a service-connected disability: 10 points/percent (Category D)
- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions: 10 points/percent (Category E)

- A Veteran as defined in section 1.01(14), F.S.:" The term 'Veteran' means a person who served in the active military, naval, or air service and who was discharged under honorable conditions: 5 points/percent (Category F)
- A current member of any reserve component of the United States Armed Forces or The Florida National Guard: 5 points/percent (Category G)

Q: When are Veterans' Preference points/percentages applied?
1. After the applicant meets the required minimum qualifications for the position.
2. After applicant achieves a passing score on any required exams.

Q: When there is multiple testing during an application process, when is Veterans' Preference applied?
VP is applied at every stage of the process. There are two ways of augmenting scores when there are multiple tests (as long as the minimum passing score is achieved at each stage):
1. If the VP applicant earns a minimum passing score on an exam, their score is augmented with their eligible VP points and they are able to move forward to the next test where, if a minimum passing score is achieved, that score will also be augmented with their eligible VP points. This pattern continues through all tests toward a total score.
2. An applicant takes a series of tests and all of their scores are added together to reach a single cumulative score. That score is then augmented with their VP eligible points (as long as the minimum passing score is achieved at each stage).

Q: How to determine whether to augment a score by points or by percentages? If the total possible score during testing is 100 points, an applicant's score should be augmented with 5, 10 or 15 points. If the total possible score is less than or more than 100 points, an applicant's score should be augmented by 5%, 10% or 15% of the total possible score. For example, if the total possible score during testing is 50, an applicant who is a 10 point/percent Veteran, should have their score augmented by 10% of the 50 (total possible score) - in this particular example 5 points.

Q: What happens when the selection is reduced to a group of top scoring applicants and the top scoring applicants are considered equal? If there is a VP eligible applicant in the group, and all applicants are EQUAL, the decision maker MUST select the VP eligible applicant. The decision maker is not able to skip over a VP applicant and select an equally qualified non-VP applicant. If there is more than one VP applicant in the EQUALLY qualified group, the selection will be based upon how the applicants qualified for VP and their eligibility category. A qualifying disabled VP applicant will always be selected over any other category of applicants when EQUALLY qualified.

Q: What if a non-numeric system is used? When an examination is not given, VP MUST be given at every step. At the very first step the VP eligible applicant, who meets the required minimum qualifications, is guaranteed an interview. However, the final selection of an applicant is based upon whom the decision maker believes is the most qualified applicant for a position. If there are two VP candidates, who EQUALLY qualify, the selection shall be based upon how each candidate qualified for VP and their eligibility category. A qualifying disabled Veteran will always be selected over any other category of applicants when EQUALLY qualified. However, when a VP eligible applicant is NOT selected, an upper management individual, who has the authority to reverse the decision, MUST review the selected applicant and the VP eligible applicant(s) and determine if the most qualified person was chosen. Employers should document this review process.

Q: What documents must be shown in order to claim Veterans' Preference?
1. (Category A, C and F) DD Form 214
    a) Disabled Veterans shall also furnish a document from the DoD or the DVA establishing that the Veteran has a service-connected disability.
2. (Category B) Spouses of disabled Veterans shall furnish an Award Letter stating that they are entitled to benefits under Chapter 35 from the VA or the DoD. This confirms that the Veteran is totally and permanently disabled. The spouse should also have an identification card issued by the DoD; spouses shall also furnish a

marriage certificate or other official evidence of marriage to the Veteran and a statement that the spouse is still married to the Veteran at the time of the application for employment. – or-

(Category B) Spouses of active duty member shall furnish the following documents:

      a) DoD or DVA documentation certifying that the Veteran is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power.

      b) Evidence of marriage.

      c) Statement that the spouse is married to the Veteran on active duty at the time of application for employment.

3. (Category D) An un-remarried widow or widower of a Veteran who died of a service-connected disability shall supply documentation from the VA indicating the cause of death.

4. (Category E) The mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran shall furnish official documentation from the U.S. Department of Veteran Affairs reflecting that the service member was released or discharged from active duty due to his or her death while on active duty; and documentation verifying relationship to the member of the armed forces (marriage license, birth certificate, or other legal document verifying relationship) and (If widow/widower) a notarized statement certifying that he or she is the un-remarried widow or widower of the service member

5. (Category G) Current Reserve members and National Guard members should provide a signed memorandum from their military supervisor confirming their Active status in the Reserves or Guard.

Q: Who is eligible for Veterans' Preference in promotion? In order to qualify for VP for promotion the eligible applicant must have a break in employment and be deployed/activated. After being discharged the applicant must return to the same public entity and be reemployed. The applicant must provide the employer a DD Form 214 or comparable documents, which show their discharge from Active Duty and their Character of Service. Active Duty for training does not qualify.

Q: What about Character of Discharge for Promotion? A Veteran MUST have been discharged with nothing less than an "HONORABLE" discharge. If a DD 214 was not provided, the applicant should provide a copy of their orders, and a signed memorandum from their military supervisor confirming their Honorable service.

Q: When must Veterans' Preference for a promotional opportunity be used and can it be used multiple times? The eligible applicant must request VP the first time a promotional opportunity becomes available, and it is only good for a single promotion. A single deployment cannot be used multiple times. One deployment entitles the applicant to one promotion only.

Q: If a VP eligible applicant has multiple deployments, will they be entitled to multiple promotions? It depends. VP for promotions cannot be stacked. A VP eligible employee would have to be employed, then deployed/activated while in their current position, and then return to their position. The employee can then use VP for the next available promotion. In order to use VP for promotion again, the employee must have been deployed/activated while in their current (promoted) position. Example: Joe is deployed/activated in his current position three (3) times. Joe applies his VP for promotional opportunity and is promoted. Even though Joe had three (3) deployments/activations BEFORE he was promoted, he cannot again claim VP for the next available promotional opportunity UNLESS Joe is deployed/activated again while in his promoted position. An employee MUST be deployed/activated while in their current position and return to that position to be eligible for VP for a promotion.

Q: Is a Veterans' Preference eligible employee automatically guaranteed a promotion due to their deployment/activation? No. At the time a promotional opportunity is available the employee must meet the required minimum qualifications and be considered the best-qualified candidate. If the employee is unsuccessful and fails to receive the promotion, the employee can apply for a promotion as many times as necessary, and apply their VP, until they succeed in receiving the promotion.

Q: How many days does an applicant have to file a complaint regarding the application of Veterans' Preference, and what requirements must be first met?

    1. The complainant must file a complaint within 60 calendar days from the date they received notice of non-select from the hiring agency.

2. Prior to filing a complaint, it is the responsibility of the complaint to contact the designated Human Resources contact person at least one time after 45 days have passed from the final date for submitting an application or the interview date, whichever is later in time, if the applicant has not received notice of a hiring decision. It is the complainant's responsibility to maintain contact with the employer to stay informed as to the status of the position.

Q: Where does an applicant file their complaint? Email: VeteransPreference@fdva.state.fl.us, or Mail to:
Florida Department of Veterans' Affairs   11351 Ulmerton Road, Suite 311
Attn: Veterans' Preference Coordinator   Largo, Florida 33778-1630

SELECTION PROCESS

If all factors are equal, a current employee must be given preference over a non-employee, as required by both the HCTA and HUSW contracts.

Please consult the HCTA contract regarding specific aspects of transferring instructional employees within the district.

As per the HUSW contract (Article X, Section 3 & 4), if an employee is equally qualified and able to perform the job, the current School Board employee shall be given preference. In addition, promotion should be based upon skill, training, experience, and qualifications.

REFERENCE CHECKS & BACKGROUND INFORMATION

As the number of candidates is narrowed, it is important to thoroughly review applications and check references.

Background information is easily accessible through the Applicant Tracking system In addition to work experience and educational background, other key items to look for on an application include:
Did the applicant answer 'yes' to any of these questions:
- *Have you ever been terminated, disciplined, not reappointed, the subject of an investigation, requested to resign, or given the option to resign in lieu of termination? (located on general information and printable application pages)*
- *Have you ever been employed by the Hernando County School Board? (located on general information and printable application pages)*

These are not eliminating factors; just flags to indicate that additional checking and further questioning may be necessary. If the application is available for view through Applicant Tracking system, the applicant has met the minimum qualifications for employment. Even if an applicant answered 'yes' to any of the security background check questions, their application has been screened by Human Resources relating to our hiring guidelines.

If an applicant answers 'no' to the security background check questions and an arrest appears on their record once fingerprinted, they may not be eligible for employment due to nondisclosure of criminal history. The applicant may not be eligible for employment for a minimum of one year.

Two telephone reference checks are required for the applicant to be hired (see Appendix A for Telephone Reference Check form). Check their online application for reference checks. We have added online reference checks to the electronic application. If they are complete and meet the criteria for hiring, they can be used in place of the required telephone reference checks. One of the two references must be the applicant's current or most recent supervisor. The reference information can be found on the applicant's reference page of the online application. For instructional applicants, a documented attempt must be made to obtain a reference from every instructional position that they have held.

If the applicant is currently working in our school system, one telephone reference check is required it is advisable to contact the previous supervisor for any pertinent information pertaining to the person being considered.

OFFERING A POSITION
When offering a position, make sure to tell the candidate that the offer is contingent upon having successful references, completion of a satisfactory background check, and completion of all required paperwork.

Please remember to notify the applicants who were not selected for the position. This can be done very quickly and easily through email in the Applicant Tracking system. Please see Appendix E for details and sample emails.

PAPERWORK NEEDED FOR PERSON HIRED
Once a selection is made, the candidate and the hiring administrator should sign a Position Offer and Acceptance Agreement. Site hire paperwork (Position Offer and Acceptance Agreement, the Employment Interview Sheet, Reference Check, and FLSA form(s)) must be attached to the request to hire upon submission. At that time, the job posting automatically changes to "filled - pending approval" and Human Resources is automatically notified.

An Employment Interview Sheet (see Appendix A) is required. The sheet should include all of the names of the applicants who were interviewed. It is not necessary to include the names of the applicants who were screened and deemed ineligible. Only those interviewed should be included on the Employment Interview Sheet.

The person hired will be contacted by the HR Department. An email will be sent to the applicant with a link to our electronic onboarding program to complete necessary onboarding paperwork and step by step instructions for them to be cleared to work. Each hiring site is encouraged to contact the applicant if progress is not moving forward. The Human Resources Department will also be in contact with applicants to ensure that progress is being made. All applicants have 10 days to complete the onboarding process or their request to hire will be rescinded. Applicants that are removed from the onboarding process will need a new request to hire from the hiring site. All applicants **are required** to complete all necessary paperwork prior to working. Once all of the employment requirements are met, the new employee and the hiring administrator will be emailed a clearance to work. No new employee should begin working without this clearance The employee badge/access card will be sent directly to the hiring site from the Safe Schools Office.

No one shall be allowed to begin work without a Clearance to Work notification.

If questions or concerns arise, the Human Resources Department should be contacted.

APPENDIX A

Forms

POSITION OFFER AND ACCEPTANCE AGREEMENT
For Applicants to the Hernando County School District
919 North Broad Street
Brooksville, FL 34601

By authority of the School District of Hernando County, Florida, I am authorized to offer you a position in the school system. This offer is contingent upon you meeting all requirements of the School District and Florida Law concerning employment. Salaries are set on the basis of similar work experience according to the current Board approved salary schedule.

_____

You are being offered the position (Job Title)

_____

At Work Site

_____   _____

Days   Hours

All assignments are subject to transfer if this becomes necessary because of changes in enrollment or other extenuating circumstances. There is a probationary period for all job classifications. Please refer to the Hernando County School District Staff Handbook for additional information.

_____

Print Name of Person offering position

_____

Signature of Person offering position

Job Title _____   Date _____

ACCEPTANCE:

Your signature on this form will be evidence that your acceptance is binding.
I accept this offer subject to acceptable reference checks, background checks, proper certification, and Highly Qualified status, if applicable, in compliance with Florida School Laws and School Board Policy. I understand that all necessary paperwork must be completed in the time frame outlined by the Human Resources Department and that I must complete a New Employee Orientation and sign an acknowledgement form prior to beginning my assignment. I further understand that if I perform any work prior to receiving a Clearance to Work Form from the Human Resources Department, it will be considered volunteer work for which I will not be paid. Appointment to the position is pending the Superintendent's recommendation and School Board approval. All work performed prior to final School Board approval is considered temporary, regardless of the status of the contract. Any offer for employment may be rescinded prior to School Board approval.

Special note to new employees or those who do not currently have a continuing or professional services contract with the school district: This offer is for services through the end of the school/contract year in which it is assigned and expires at the end of said year. The School District shall thereafter have no obligation to the employee and the employee shall have no expectation of continued employment beyond such time except where such employee has been reappointed for the following year.

_____   _____

Print Name (Last, First, Middle)   Earliest date you can start

_____   _____

Signature   Date

> *Site staff: After receipt of this signed form, please mark the applicant as "Request to Hire" on Hire Enterprise posting and forward a copy of this form to the Human Resources Department along with all other site hire documents immediately.*

POSITION OFFER AND ACCEPTANCE AGREEMENT
FOR GRANT FUNDED POSITION
For Applicants to the Hernando County School District
919 North Broad Street
Brooksville, FL 34601

By authority of the School District of Hernando County, Florida, I am authorized to offer you a position in the school system. This offer is contingent upon you meeting all requirements of the School District and Florida Law concerning employment. Salaries are set on the basis of similar work experience according to the current Board approved salary schedule.

_____

You are being offered the position (Job Title)

_____

At Work Site

_____   _____

Days   Hours

All assignments are subject to transfer if this becomes necessary because of changes in enrollment, loss or end of grant funding or other extenuating circumstances. There is a probationary period for all job classifications. Please refer to the Hernando County School District Staff Handbook for additional information.

_____

Print Name of Person offering position

_____

Signature of Person offering position

Job Title _____   Date _____

ACCEPTANCE:
Your signature on this form will be evidence that your acceptance is binding.

I accept this offer subject to acceptable reference checks, background checks, proper certification, and Highly Qualified status, if applicable, in compliance with Florida School Laws and School Board Policy. I understand that all necessary paperwork must be completed in the time frame outlined by the Human Resources Department and that I must complete a New Employee Orientation and sign an acknowledgement form prior to beginning my assignment. I further understand that if I perform any work prior to receiving a Clearance to Work Form from the Human Resources Department, it will be considered volunteer work for which I will not be paid. Appointment to the position is pending the Superintendent's recommendation and School Board appointment. All work performed prior to final School Board approval is considered temporary, regardless of the status of the contract. Any offer for employment may be rescinded prior to School Board approval.

Special note to employees hired into a grant funded position with the school district: This offer is for services through the end of the school/contract year in which it is assigned and expires at the end of said year. The School District shall thereafter have no obligation to the employee and the employee shall have no expectation of continued employment beyond such time.

_____   _____

Print Name (Last, First, Middle)   Earliest date you can start

_____   _____

Signature   Date

Site staff: After receipt of this signed form, please mark the applicant as "Request to Hire" on Hire Enterprise posting and forward a copy of this form to the Human Resources Department along with all other site hire documents immediately.

POSITION OFFER AND ACCEPTANCE AGREEMENT
FOR MILLAGE FUNDED POSITION

For Applicants to the Hernando County School District
919 North Broad Street
Brooksville, FL 34601

By authority of the School District of Hernando County, Florida, I am authorized to offer you a position in the school system. This offer is contingent upon you meeting all requirements of the School District and Florida Law concerning employment. Salaries are set on the basis of similar work experience according to the current Board approved salary schedule.

_____
You are being offered the position (Job Title)

_____
At Work Site

_____ _____
Days   Hours

All assignments are subject to transfer if this becomes necessary because of changes in enrollment, loss or end of millage funding or other extenuating circumstances. There is a probationary period for all job classifications. Please refer to the Hernando County School District Staff Handbook for additional information.

_____
Print Name of Person offering position

_____
Signature of Person offering position

Job Title _____ Date _____

ACCEPTANCE:
Your signature on this form will be evidence that your acceptance is binding.

I accept this offer subject to acceptable reference checks, background checks, proper certification and Highly-Qualified status, if applicable, in compliance with Florida School Laws and School Board Policy. I understand that all necessary paperwork must be complete in the time frame outlined by the Human Resources Department and that I must complete a New Employee Orientation and sign an acknowledgement form prior to beginning my assignment. I further understand that if I perform any work prior to receiving a Clearance to Work Form from the Human Resources Department, it will be considered volunteer work for which I will not be paid. Appointment to the position is pending the Superintendent's recommendation and School Board appointment. All work performed prior to final School Board approval is considered temporary, regardless of the status of the contract. Any offer for employment may be rescinded prior to School Board approval.

Special note to employees hired into a millage funded position with the school district: This offer is for services through the end of the school/contract year in which it is assigned and expires at the end of said year. The School District shall thereafter have no obligation to the employee and the employee shall have no expectation of continued employment beyond such time.

_____   _____
Print Name (Last, First, Middle)   Earliest date you can start

_____   _____
Signature   Date

Site staff: After receipt of this signed form, please mark the applicant as "Request to Hire" on Hire Enterprise posting and forward a copy of this form to the Human Resources Department along with all other site hire documents immediately.

FAIR LABOR STANDARDS ACT (FLSA)

For NON-Exempt Employees
Hernando County School District
919 North Broad Street
Brooksville, FL 34601

NON - EXEMPT

The Hernando County School District has provided access to the FLSA Compliance Manual online at www.hernandoschools.org Hard copies are available by request to the Human Resources Department.

_____
Printed Name of NON-Exempt Employee

_____
Job Title

_____   _____
Work Site   Work Schedule - Days and Hours

By signing below, I signify that this form is notification that I am considered a NON-exempt employee. I have been provided with access to a copy of the FLSA Compliance Manual. I acknowledge that I have read and understand the policy stated therein. I agree to follow the policy and procedures or be subject to discipline.

_____
Print Name of NON-Exempt Employee

_____   _____
Signature of NON-Exempt Employee   Date

_____   _____
Signature of Supervisor   Date

FAIR LABOR STANDARDS ACT (FLSA)

For Exempt Employees
Hernando County School District
919 North Broad Street
Brooksville, FL 34601

EXEMPT

The Hernando County School District has provided access to the FLSA Compliance Manual online at www.hernandoschools.org Hard copies are available by request to the Human Resources Department.

_____
Printed Name of Exempt Employee

_____
Job Title

_____   _____
Work Site   Work Schedule - Days and Hours

By signing below, I signify that this form is notification that I am considered an exempt employee. I have been provided with access to a copy of the FLSA Compliance Manual. I acknowledge that I have read and understand the policy stated therein. I agree to follow the policy and procedures or be subject to discipline.

_____
Print Name of Exempt Employee

_____   _____
Signature of Exempt Employee   Date

_____   _____
Signature of Supervisor   Date

TELEPHONE REFERENCE CHECK

For Applicants to the Hernando County School District
919 North Broad Street
Brooksville, FL 34601

Name of Applicant _____

Name of Reference _____ **Title of Reference** _____

Name of Organization _____ **Phone Number** _____

Mandatory Questions for All Applicants

What was this employee's title when working for you? _____

Were you the direct supervisor for this employee? _____

Did this employee leave your employment with a clear record and in good standing? _____

Would you reemploy this person? If not, why not? _____

_____

Was this employee ever investigated, formally disciplined, or involuntarily transferred? _____

_____

Did this employee arrive at work on time and was their attendance good? _____

How did this employee handle stressful situations? _____

_____

What are this employee's qualities or strengths? _____

_____

What are this employee's areas of weakness? _____

Did this employee have a good rapport with co-workers? _____

_____

How would you rate this employee's overall performance? _____

Do you know of any reason why this person should not work with children? _____

_____

Additional Mandatory Questions for All INSTRUCTIONAL Applicants

Did you observe this individual in a classroom setting? _____

How was their classroom management? _____

How would you rate their competency in their academic field? _____

Would you recommend him/her for employment with the Hernando County School District? _____

Any other comments _____

_____

Name of person checking reference _____ Date _____

EMPLOYMENT INTERVIEW REPORT

For Applicants to the Hernando County School District
919 North Broad Street
Brooksville, FL 34601

This form must be completed by the interviewer and sent to the Human Resources Department.

_____

Position Title of this Interview

_____   _____

Site   **Posting Number**

Printed Name of Applicant Interviewed	Veteran's Preference Claimed Y or N

Use reverse side if additional space is needed.

Selected candidate _____ based on

Qualifications/Skills _____ Certification _____ Prior Experience _____ Availability _____

Interviewer comments_____

_____

_____   _____
Site Administrator Signature   Date

APPENDIX B

Clerical Screening Examples

To assess knowledge/skill level of Microsoft Word (or other word processing software) and general business format

Provide the applicant with two or three pieces of letterhead and a sheet of paper that has the following directions on it:

Compose a memo from Mrs. Jones, Principal to Mrs. Winnie, Director of Human Resources about a meeting on July 10, 2008, at 8:30 a.m. in the Media Center, Room 212A to develop an action plan for the new computer system implementation.

Key things to look for:
- Did the applicant use the correct memorandum format rather than letter format?
- Did the applicant pay attention to detail and get the names, date, time, location, etc. correct?
- Did the applicant misspell any words?
- Did the applicant put the memo on the letterhead properly?
- Did the applicant word the memorandum so that the intended party could read and understand the intent?

To assess knowledge/skill level of spreadsheets

Provide the applicant with these directions:

Teachers collected funds for their class to go on a field trip.
Create a spreadsheet and calculate the following information to determine how much total money was collected and how much money was collected for each class and grade level.

Grade 1, Mr. Johnny collected $108.96
Grade 1, Mrs. Bea collected $154.25
Grade 2, Mrs. Janie collected $116.54
Grade 3, Mrs. Johanna collected $114.56 and also turned in an additional $11.52 later in the day that will also need to be included in the total
Grade 3, Mr. Rocket collected $165.45
Grade 5, Mrs. Richards collected $198.54
Grade 5, Mr. Jason collected $175.23
Grade 6, Mrs. Jackie collected $145.21
Grade 6, Mrs. Anderson collected $165.78

Key things to look for:
- Did the applicant provide a total for both the class and grade level as requested in the directions?
- Did the applicant get the correct totals?
  Grade 1=$263.21, Grade 2=$116.54, Grade 3=$291.53,
  Grade=5 $373.77, Grade 6=$310.99, Grand Total=$1356.04
- Did the applicant pay attention to detail and list grade 1, 2, 3, 5, and 6 (skipping 4)?
- Did the applicant include all of the information provided such as grade level, teacher name, and amount collected?
- Did the applicant include grid lines, headings, and other details to enhance the appearance of the spreadsheet?

APPENDIX C

Sample Interview Questions

CLASSROOM TEACHER INTERVIEW QUESTIONS

Applicant Name: _____

Position Applying For: _____ Date: _____

Interviewer: _____

1. Please describe your educational background.

2. Describe your professional experience (including internships).

3. What are you most proud of in your recent teaching experiences?

4. What has been a significant problem or roadblock that you have had to overcome in your teaching experiences?

5. What is your opinion of parent involvement and how do you use this to benefit your students?

6. How do you deal with a student who continually forgets his or her homework?

7. What would you like us to know about you that we haven't already discussed?

8. What questions do you have for me/us?

9. Have you reviewed the salary schedule? Are you prepared to take this position if offered to you?

10. Do you understand the hours/days of this position?

ADDITIONAL CLASSROOM TEACHER INTERVIEW QUESTIONS

- During your 90-minute reading block, how would you include the five areas of reading to meet the needs of all your learners?
- How do you assess fluency and how often?
- If you have a student disrupting your classroom, what steps would you take to solve this problem?
- Provide some examples of how you would involve parents in your classroom.
- What do you feel is the most effective way to communicate with parents?
- What kinds of assessment tools do you use and how often? How do you use the results of your assessments?
- What techniques do you use in your classroom to develop math concepts?
- What strengths would you bring to our school?
- What is your favorite children's book or author?
- How do you see your role in an inclusive classroom?
- Take me/us through a Language Arts lesson.
- What are some strategies that you would use for behavior management?
- Why do you want to become a teacher?
- Describe an outstanding teacher.
- Tell me about approaches or techniques that work best for you in teaching?
- How do you get students to respect you?
- What are your sources of ideas for teaching?
- Can you describe a recent strategy or technique that you have seen or read about that you would like to implement in your classroom?
- When students say they want their teacher to be fair, what do they mean? (If applicant answers that everyone is treated equally, ask how do they handle a student who is ADHD and cannot follow the rules like other students?)
- What is the key to getting students to learn?
- If an administrator walked into your classroom during your reading block time, describe what they would see on a typical day. What would students be doing? What would you be doing? How would your room be arranged?
- What special aspects of your work experience have prepared you for this position?
- Are you familiar with the standardized tests? Have you prepared students for such a test?
- Do you have the organizational and time management skills to effectively deliver (insert appropriate number) levels of (insert subject) curriculum, as well as complete the paperwork involved in Special Education?
- What does the term differentiated instruction mean to you?
- Describe a time when your authority has been challenged or a class rule was broken and how you reacted.
- When do you feel it is necessary to refer students for administrative discipline?
- How does this position relate to your overall career goals?
- In what areas of (insert subject) curriculum do you have the strongest foundation?
- Do you consider yourself motivated and a self-starter? If so, explain why and give examples.
- In what areas do you feel you could improve?
- What particular training or professional development will you seek to enhance your abilities?
- Give an example of an activity or assignment you have implemented with your students which you consider truly creative.
- How do you integrate technology in the classroom?
- How do you respond to a parent whose child insists his or her poor grades are due to a personality conflict between you and the student?
- What techniques do you implement to motivate students to achieve in spite of their own weaknesses?
- How do you know the students you are teaching are learning?

CERTIFIED SCHOOL COUNSELOR INTERVIEW QUESTIONS

Applicant Name: _____

Interviewer: _____ Date: _____

1. Describe your vision of a comprehensive guidance program.

2. There are two things that are vital pieces to the guidance positions. One is people and the other is paper. Share how you would balance the two and why.

3. A parent calls you very upset with their child's teacher. What would be your first step in addressing the situation?

4. How would you handle conflicting demands of administrators, teachers, students, and parents?

5. What strengths do you bring to this position and to our school?

6. What would you like us to know about you that we haven't already discussed?

7. What questions do you have for me/us?

8. Have you reviewed the salary schedule? Are you prepared to take this position if offered to you?

9. Do you understand the hours/days of this position?

CLERICAL INTERVIEW QUESTIONS

Applicant Name: _____

Position Applying For: _____   Date: _____

Interviewer: _____

1. Describe your past work experiences and how they would assist you in this position.

2. Have you ever held a job in which you dealt with confidential or sensitive information? If so, please explain.

3. What type of computer experience do you have, including type of computer and the software you are proficient in.

4. How comfortable are you constructing simple business letters and are you familiar with correct business letter format?

5. Can you take shorthand? What experience do you have with dictation?

6. Give an example of a time when you have had to deal with an irate person and explain how you handled it.

7. How would you rate your organizational skills?

8. What experience have you had setting up a filing system?

9. Are you familiar with or have you worked with program cost accounting for Florida (i.e. function and object codes)?

10. Do you have any experience with budget or payroll?

11. Walk me through your actions under this scenario: You are on the phone, a second line is ringing, and a customer has just walked through the door.

12. What do you consider to be your most important virtue/talent/asset that you can bring to Hernando County School Board?

13. What do you think is the most important thing a front desk receptionist can do in order to ensure a great first impression for all of our customers?

14. What questions do you have for me/us?

15. Have you reviewed the job description and salary schedule? Are you prepared to take this position if offered to you?

16. Do you understand the days/hours of this position?

FOOD & NUTRITION INTERVIEW QUESTIONS

Applicant Name: _____

Position Applying For: _____ Date: _____

Interviewer: _____

1. What experience, if any, do you have working in the food field/industry?

2. Have you ever worked as a cashier or operated a cash register?

3. Do you like working with children?

4. Do you have a problem working in a noisy, fast paced environment?

5. If you put cookies in the oven at 10:05 a.m. and they have to cook for 12 minutes, what time will it be when the cookies are done?

6. If you needed 2 cups of sugar for a recipe and only had a ½ measuring cup, how many ½ cups would you need to equal 2 cups?

7. Is there anything that you would like to add about your previous experience or desire for this position?

8. What questions do you have for me/us?

9. Have you reviewed the job description and salary schedule? Are you prepared to take this position if offered to you?

10. Do you understand the days/hours of this position?

CUSTODIAN I INTERVIEW QUESTIONS

Applicant Name: _____

Interviewer: _____ Date: _____

1. Have you read the job description for this position and understand what would be expected of you? (provide job description to applicant)

2. Why do you want to become a custodian here at our school/site?

3. What related work experience do you have?

4. If I were to call your last supervisor how would he/she describe your overall work performance to me?

5. How often should you disinfect a restroom?

6. Name three pieces of custodial equipment you have used. What did you use them for?

7. Give me three words that describe you as an employee.

8. Explain a situation in which you felt pressured or stressed and how you handled it.

9. What motivates you to go the extra mile on a project or job?

10. Have you ever been fired or forced to resign?

11. How well do you work with people? Do you work better alone or on a team?

12. There are a lot of safety hazards associated with a position like this. A Material Safety Data sheet can assist you with a safety question about a product. From this sheet in Section V, can you tell me this chemical's incompatibility? (provide applicant with an MSDS)

13. Is there anything that you would like to add about your previous experience or desire for this position that we have not already discussed?

14. What questions do you have for me/us?

15. Have you reviewed the salary schedule? Are you prepared to take this position if offered to you?

16. Do you understand the days/hours of this position?

CUSTODIAN II INTERVIEW QUESTIONS

Applicant Name: _____

Interviewer: _____ Date: _____

1. Have you read the job description for this position and do you understand what would be required of you?
2. Are you currently certified as a Master Custodian? If no, are you willing to take the certification classes required?

3. How many years of custodial experience do you have?

4. From your experience or what you have read in the job description, define the role of the C II custodian.

5. Proper communication with administration, faculty, custodial staff, and the Head Custodian is an important part of the C II custodian's job. How will you accomplish an effective communication process?

6. Students, staff, and faculty deserve a clean and disinfected environment to accomplish their daily routines. How do you plan to accomplish this on a daily basis?

7. Tell us about your idea of proper hard floor care.

8. Are you a leader? If so, what type of leader are you?

9. If you were short staffed, how would you deal with this issue?

10. Administration and faculty may request you to do something you feel is not in your job description. How would you handle this situation?

11. What, if anything, would be your first change if you were selected for this position? (in-house applicants only)

12. If your crew has low morale, how are you going to handle this situation?

13. Why do you want to leave your current position?

14. Why do you feel you should be selected for this position?

15. Is there anything that you would like to add about your previous experience or desire for this position that we have not already discussed?

16. What questions do you have for me/us?

17. Have you reviewed the salary schedule? Are you prepared to take this position if offered to you?

18. Do you understand the days/ hours of this position?

CUSTODIAN III (Head Custodian) INTERVIEW QUESTIONS

Applicant Name: _____

Interviewer: _____ Date: _____

1. Have you read the job description for this position and do you understand what would be required of you?

2. Have you completed the 80 hours of certification training required for this position?

3. Are you Master Custodian Certified within Hernando County?

4. Define the role of the C III / Head Custodian.

5. How many years of custodial experience do you have?

6. Proper communication with administration, faculty and custodial staff is an important part of the head custodian's job. How will you accomplish an effective communication process?

7. Students, staff, and faculty deserve a clean and disinfected environment to accomplish their daily routines. How do you plan to accomplish this on a daily basis?

8. Explain your idea of what a custodian I's daily duties include.

9. Consistency in the manner that each custodian performs his or her nightly routes is essential. How are you going to accomplish this task?

10. Are you a leader? If so, what type of leader are you?

11. How would you deal with the issue of a poor performing custodian?

12. Administration and faculty may request you to do something you feel is not in your job description. How would you handle this situation?

13. If selected to this position, what would be your first major change or implementation for this school's custodial operations? (in-house applicants only)

14. If your crew has low morale, how will you motivate them to do a good job and increase morale?

15. If you were short staffed and did not have enough help to handle daily tasks, how would you deal with this situation?

16. Why do you feel you should be selected for this position?

18. Is there anything that you would like to add about your previous experience or desire for this position that we have not already discussed?

19. What questions do you have for me/us?

20. Have you reviewed the salary schedule? Are you prepared to take this position if offered to you?

21. Do you understand the days/hours of this position?

APPENDIX D

Sample Scoring Sheets

Hernando County School District
INSTRUCTIONAL PERSONNEL
INTERVIEW SCORING FORM

Site_____ Posting Number_____ Position Title _____

Applicant Name_____ Soc. Sec. (last 4 digits)_____

Address_____ Phone _____

Certification Area(s) _____ Endorsement(s) _____

Is applicant a current of employee of HCSD? _____yes _____no

If core academic area, applicant _____meets _____does not meet Highly Qualified requirements

Complete one interview form for each applicant.

Rating Scale: 5 = excellent 4 = very good 3 = satisfactory 2 = fair 1 = poor

	Rating (circle one)	Comments
Knowledge of Curriculum: (math, reading, writing, subject area to be taught, etc)	5 4 3 2 1	
Knowledge of Assessment and Planning: (formative/summative/grading/reporting)	5 4 3 2 1	
Knowledge of Diverse Learners: (speakers of other languages, special needs students, gender, ethnicity, etc)	5 4 3 2 1	
Knowledge of Technology: (instructional use)	5 4 3 2 1	
Interpersonal Relationships: (parent/teacher, collegial, student/teacher, administration, etc.)	5 4 3 2 1	
Knowledge of Classroom Management: (student discipline, classroom organization, record keeping, etc.)	5 4 3 2 1	
Presentation: (professional appearance, oral communication, etc.)	5 4 3 2 1	

Total Points_____

Is applicant claiming Veteran's preference? _____yes _____no

Additional Comments_____

_____

Satisfactory References _____yes _____no   Recommend for this position? _____yes _____no

Interviewer's Signature_____ Date_____

This form is a public record and must be kept on file at the employing site for four years from date of interview.

Hernando County School System
NONINSTRUCTIONAL AND PROFESSIONAL/TECHNICAL
INTERVIEW SCORING FORM

Site_____ Posting Number_____ Position Title _____

Applicant Name_____ Soc. Sec. (last 4 digits)_____

Address_____ Phone _____

Is applicant a current of employee of HCSD? _____yes _____no

Complete one interview form for each applicant.

Rating Scale: 5 = excellent 4 = very good 3 = satisfactory 2 = fair 1 = poor

	Rating (circle one)	Comments
Work Experience: (prior related jobs, career training, advanced degree, etc)	5 4 3 2 1	
Knowledge Appropriate to Position: (questions should be job specific	5 4 3 2 1	
Presentation: (appearance, oral communication, etc.)	5 4 3 2 1	

Total Points _____

Is applicant claiming Veteran's preference? _____yes _____no

Additional Comments_____

_____

_____

Satisfactory References _____yes _____no   Recommend for this position? _____yes _____no

Interviewer's Signature_____ Date_____

This form is public record and must be kept on file at the employing site for one year from date of interview.

APPENDIX E

Applicant Management System Helpful Information

The Hernando County School Board uses an online applicant tracking system for all employment openings. You will be given a username and password from the staff in Human Resources. If you do not have one, contact HR at 797-7005.

Your username is: _____

Your password is: _____

The employer side of the Applicant Management system can be accessed by going to the Hernando County School Board website (www.hernandoschools.org) and clicking on "Departments", "Human Resources", "Jobs" and then "District Administration Access.

1. **To see job postings at your site:**
   a. Click "jobs" on the top tab menu
   b. The postings for your site should be visible
   c. If you want to narrow your search, click instead on "job search" and enter the job number or select instructional, noninstructional-P/T/S, or administrative

2. **To see who has applied for your jobs**:
   a. When you find a position, click "Applicants" to the left of the posting
   b. The names of all of the applicants who have applied for the position will appear
   c. Veteran's Preference (VP) will appear on this page as well as the application type – Standard Application indicates a new applicant and Transfer Application refers to any person currently employed with the Hernando County School System. *Please note that all substitutes are required to complete a Standard Application to be considered for full- time positions.

3. **To find out about an applicant:**
   a. When you find an applicant, click on the name to view. Always look at HR notes on the Applicant Management page (first page that you see) for important information
   b. For a quick overview of an application, go to the left menu and scroll down and click "Printable Application"

4. **Qualifying Applicants in the Applicant Management System:**
   Make sure the applicant has met the requirements for the position. The requirements for each position can be found within the job description at www.hernandoschools.org.
   a. Click "Departments" and then "Human Resources"
   b. Click "Jobs" and then "Job Descriptions" on the right hand menu
   c. Choose a Job Title from the drop down box to view job description and required qualifications

5. **Check the attachments on the application to verify the requirements have been met by:**
   a. Login to Applicant Management and click "Job" tab
   b. Choose a job listed and click on "All Jobs"
   c. Locate the job you wish to view and click on "Applicants"
   d. Choose the applicant you would like to view and click on the applicant's name
   e. In the application screen, click on the "Attachments" tab.   This is where you can view documents the applicant has uploaded.

Examples of forms to look for:

For those positions that require a Typing Test, a passing score MUST be on the attachments page of the application *must also be checked on application under "Additional Information" for new applicants OR "Transfer Application" for current HCSB employees. To schedule a typing test contact the Human Resources Department at 352-797-7005.

Paraprofessionals

-ParaPro Assessment (score of 457 or higher) or 60 semester hours of college from an accredited school

*must also be checked under "Paraprofessional Highly Qualified"

6. **To ask for certification screening:**
   a. If the position is **Instructional**, *we strongly recommend that you request* that the Certification Department screen the applicant to determine if he/she is eligible for the position
   b. When you find an applicant, click on the name to go to the Application Management page
   c. Click the "yes" box next to Request Certification Screening?
   d. Complete the following fields: Screen Date, Requestor's Name, School/Dept., and Posted Job Title
   e. Click "save and next"
   f. The Certification Specialists in Human Resources will be automatically notified via e-mail of your request. They will screen the applicant and indicate eligibility and/or Highly Qualified status in the "HR notes" section within 48 hours or as soon as possible. The "HR notes" section is located at the bottom of the Application Management page.

7. **To change the status of an applicant:**
   a. Click on the applicant's name. This brings up the Application Management page
   b. On the left panel, click on "applied jobs"
   c. Click "edit"
   d. In application status box, click on "change status".
   e. Click on the drop down menu for "New Application Status" and click on whatever best describes the applicant's status
   f. Click "save and next" at bottom of page

8. **To remove an applicant's name from the list for the next time the search for applicants is run:**
   a. Click on "run last search" from left side menu
   b. Put a check mark in the box next to the applicant name (or multiple names) and click "remove from results"

9. **To search for applicants by certain criteria:**
   a. On the left side menu click "job search"
   b. Then click on applicant search
   c. Highlight any field(s) that you are searching for (ex. Instructional-Grade Level-Elementary and fluent in Spanish)
   d. Click "submit" to search for candidates who meet your criteria

10. **To see what applicants have applied in the last few days:**
    a. Go to your postings and click on a job
    b. At the bottom of the page, click on "Refine This Search"
    c. Scroll down to Application/Account Activity

d. Next to "Activate within the last number of days" type in a number
e. Click "submit"

11. **To e-mail one applicant:**
    a. Find an applicant that you wish to contact by email
    b. Click on applicant name
    c. Go to the pull down menu at the top of his/her application and click "General Information"
    d. On this page you will see an email address
    e. Click on the email address in blue and it will automatically let you send an email from your District email account.

12. **To send a bulk email:**
    a. Find your list of applicants
    b. Place a check in the box next to the applicant(s) that the e-mail should be sent to and click on drop down menu above
    c. Click "send email"
    d. Type in a title, subject, and type the content of the message in the message body box
    e. Click on "send email and discard" if you no longer need this email and do not plan on using this exact email in the future – OR - click on "send email and save" if you would like to archive an email and use it with future applicants

13. **To send a "stored" email:**
    a. If you saved any e-mails and want to send them to other candidates. Place a check in the box next to the applicant (or applicants) that the email should be sent to
    b. Click on the drop down box for "stored emails" and select the email you want to send (should be stored by the title it was given when it was created
    c. Click on "send stored email"
    d. A box confirming the request to send a stored email will appear, click ok

14. **To post a position:**
    * Please note that the only employees that are allowed to post positions and have access are those who are designated by a principal. <u>Any posting requests received by HR are</u> <u>assumed to be</u> <u>approved by the school principal</u>.
    a. Click on "jobs" at the top tab menu.
    b. Click on "all jobs"
    c. Click on "add" on the top left.
    d. Job status should be "Requisitioned By Admin"
    e. Fill out all boxes marked with a red asterisk. (Internal is the Job Posting Type)
    f. Fill in Posting Date, Job Title, Job Type and Classification of Position
    g. If replacing an existing employee, fill in Name, Reason for Leaving Position and Transfer Location, if Applicable.
    h. Click on "save and return to list". Your posting request will be reviewed by HR and will be posted on the website as soon as possible, if approved.

15. **To Hire An Applicant (Electronic Request to Hire):**

REQUESTING TO HIRE A NEW EMPLOYEE *(Not a transfer)*

a. Log in as an employer
b. Click on the Jobs tab
c. Click Applicants next to the job that you are offering a position for
d. Put a checkmark next to the applicant you would like to hire by clicking inside the white box. This will initiate a "Request to Hire" paperless form.
e. Go to the drop down bar labeled Select an action
f. Click on Request to Hire
g. Click on Go!
h. Click on Create Request to Hire or Transfer
i. Complete at least the required fields and select the appropriate action from the bottom select an action drop down bar.
j. Click Submit New Hire Request – Assign to 'Position Control' user
k. Enter your user account's password in the Signature field
l. Click the Submit button

Note: The person must not start in the new position until a new Clearance to Work form is issued by the Human Resources Department. The following site hire documents must be attached to the Request to Hire.

a. Position Offer and Acceptance Agreement
b. Fair Labor Standards Act (FLSA) (Exempt or Non-Exempt)
c. 2 reference checks (One from the most recent supervisor)
d. Employment Interview Report

OFFERING A POSITION TO A CURRENT EMPLOYEE (Transfer)

a. Log in as an employer
b. Click on the Jobs tab
c. Click Applicants next to the job that you are offering a position for
d. Put a checkmark next to the applicant that you would like to hire by clicking inside the white box. This will initiate a "Request to Hire" paperless form.
e. Go to the drop down bar labeled Select an action
f. Click on Request to Hire
g. Click on Go!
h. Click on Create Request to Hire or Transfer
i. Complete at least the required fields and select the appropriate action from the bottom select an action drop down bar.
j. Click Submit-Transfer Request- Assign to 'Position Control' user
k. Go to *User - Select One and click on the employee's **CURRENT** supervisor's name. (This sends a notification email)
l. Enter your user account's password in the Signature field
m. Click the Submit button

Note: The person being transferred must not start in the new position until a new Clearance to Work form is issued by the Human Resources Department. The following site hire documents must be attached to the Request to Hire.

a. Position Offer and Acceptance Agreement
b. Fair Labor Standards Act (FLSA) (Exempt or Non-Exempt)
c. Employment Interview Report
d. Reference check from current supervisor

Qualifying Applicants Screen Shots

1. Go to "Jobs" from the menu bar
2. Select "All Jobs"
3. Locate the job you wish to view applicants and click on "Applicants"
4. A list of all the applicants that have applied for that posting will appear. To view any applicant's full application, click on the applicant's name.

5. Once you have clicked the applicant's name, the full application appears. You can navigate to different pages of the application via the menu on the left.
   a. The arrows above the application menu allow you to scroll through all the applicants who have applied to the position
   b. "Return To List" allows you to return to the view you see on the previous screen shot – the full list of applicants for the particular job posting
   c. The arrow located at the bottom of the menu allows you to scroll to the remaining pages of the application. Once you have clicked that, an "up" arrow will appear below "Filter Results" and "Return To List"

6. To view applicant attachments (transcripts, resumes, driver's license, test scores, etc.) click on the "Attachments" page of the application

7. To view any individual attachment, click "View"

Request to Hire Screen Shots
E-forms – Request to Hire

The Request to Hire e-form allows a user to submit a Request to Hire to be submitted for approval from your job posting.

To initiate a Request to Hire for approval, please follow the steps below:

STEPS:
1. Click on "Jobs" from the menu bar
2. Select "All Jobs" or use "Job Search" to find the specific job you would like to submit the Request to Hire
3. Click the "Applicants" link for the specific job you want to submit the Request to Hire

4. Select the applicant you would to hire by clicking in the box next to his/her name

5. From the "Select an action" pull down on the top of the page, select "Request to Hire" then "Go"

6. Choose "Request to Hire" on the pop up box

7. Complete at least the required fields (required fields are noted with a red asterisk *) and select the appropriate action from the bottom "action" pull down

8. Enter your user account's password in the Signature field. (This is the same as the password you use to login to Hire Enterprise)


9. Click "Submit"

DID YOU KNOW………
- Information from the job posting and the applicant's application will transfer over to the Request to Hire. This means fewer fields for you to complete on the Request to Hire. The applicant's transferred information is editable if you need to update an address or other information.
- You can also save the Request to Hire as a draft if you have not completed it. This allows you to come back to the same document at a later time. The document can be retrieved after saving as a draft in your "Pending Items" located in the eForms menu option.
- Once you have submitted the Request to Hire the applicants "job application status" for your job only will update to "Hiring Request in Process". You will notice this when you click back on your Applicants for the specific job.
- The system will automatically convert the external application to an internal application once the Request to Hire process has been completed.
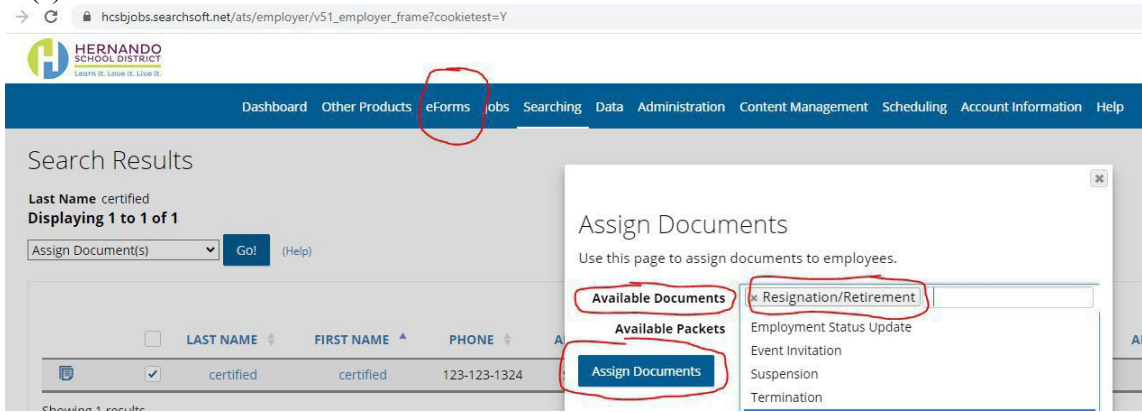
Assigning Documents

1. Click on the "eForms" tab
2. Click on "Employee Search"
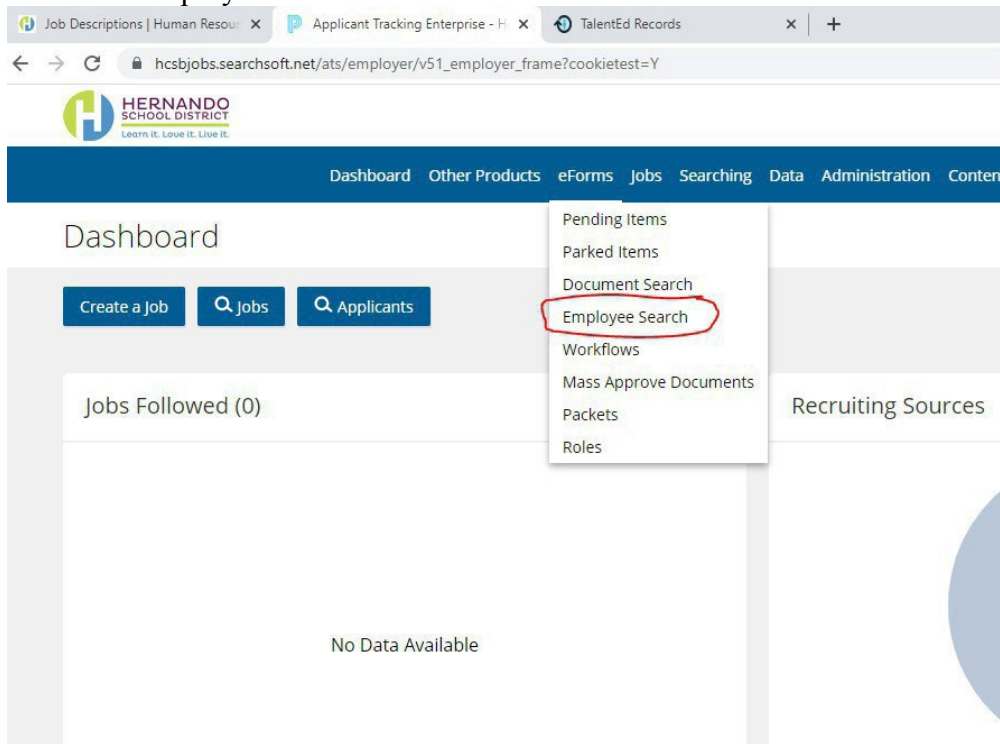
3. Type in the last name of the employee to whom you wish to assign a document
4. Place a check mark in the box next to the employee's name
5. From the "Select an Action" drop down, choose "Assign Documents"
6. Click "Go"
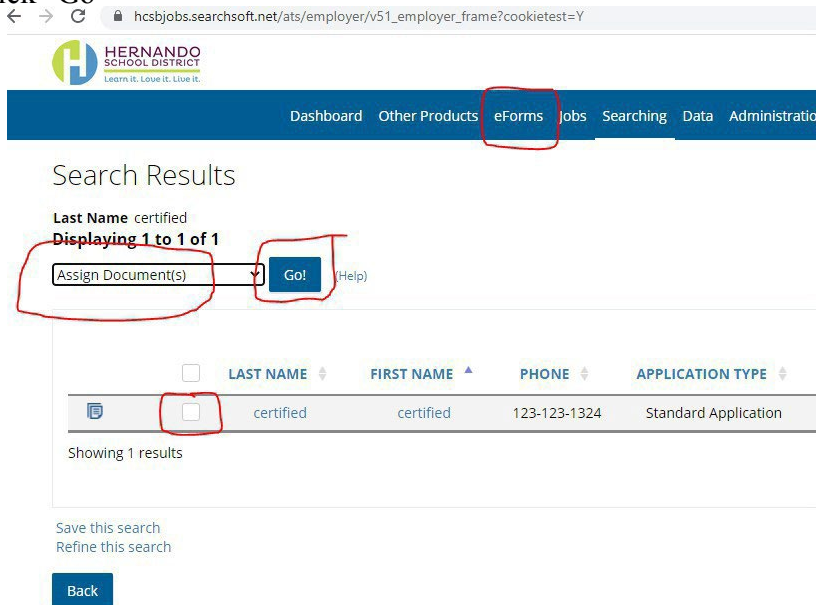
7. Choose the document you would like to assign from your available documents by highlighting the document(s) in available forms

8. Click "Assign Documents"
9. The eForm document will populate and you must complete at least the required fields (required fields are noted with a red asterisk *) and select the appropriate action from the bottom "action" pull down
10. From the select an action drop down (at bottom of form), select the appropriate action
11. Enter your account password in the Signature field
12. Click "Submit"

Thank you for applying- (no interview)

Dear Applicant:

Thank you for applying for the position of _____(position title)_____ at _(school/site name)_. It has been determined that you will not be included in the interview process for the position for which you have applied. I thank you for your interest and wish you the best of luck in the future.

Sincerely,

(Your name and title)

Previously interviewed

Dear Applicant:

Thank you for applying for the position of _____(position title)_____ at _(school/site name)_. I will take into consideration your previous interview(s) as I choose the best candidate for the posted position in which you have shown an interest. Thank you for applying and you will be contacted soon.

Sincerely,

(Your name and title)

Interviewed but not hired

Dear Applicant

Thank you for applying for the position of _____(position title)_____ at _(school/site name)_. After careful consideration, it was determined that the position will be offered to another candidate. Thank you for your interest in the Hernando County School System and I wish you the best of luck in the future.

Sincerely,

(Your name and title)

We hope that your experience with the Applicant Management System is pleasant and that it results in successful hiring. Please contact us if we can be of any assistance. We will be delighted to help.

~The Human Resources Department

(Rev.02/15/2024)

(ACC 03/04/24)