

## STAFF HIRING PROCEDURES

It is the desire of the Dickenson County School Board to recruit, hire, and retain the best possible qualified applicants. The Superintendent is responsible for developing procedures for advertising vacancies and filling new positions. Those procedures will be designed to ensure that all openings are filled in a manner that is fair and efficient. While most positions will be filled using the procedures established in the applicable Regulations to this Policy GBN, the School Board may fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, or to move an employee whose performance is unsuccessful to a position in which he or she might be successful, or to discipline an employee for conduct deficiencies. Current division employees may be considered to absorb new or open positions if they are qualified and capable of performing the job duties required of any vacant, new or open position. Positions available at any newly constructed school will ordinarily be filled by existing school personnel as determined by the School Board after consultation with the Division Superintendent. Vacancies shall be advertised in a newspaper of general circulation within Dickenson County or in such other manner as the Superintendent may direct.

Application for employment in the Dickenson County Public Schools shall be made in writing on forms provided by Dickenson County Public Schools.

It is the responsibility of the applicant to furnish accurate information, and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: June 27, 1995  
Revised: May 26, 2010  
Revised: March 26, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.: AC                    Nondiscrimination  
                  GCDA                    Effect of Criminal Conviction or Founded Complaint of Child  
   Abuse or Neglect

## **Procedures for Filling Supervisory Personnel**

### **Applicability**

This regulation is applicable only to vacancies, openings and new positions relating to Directors, Supervisors, Coordinators, Principals, and Assistant Principals. Nothing contained herein should be construed as a limitation on the Division Superintendent's ability to assign and transfer employees pursuant to Policy GCI.

### **Determine that a Position is Available**

The Director of Personnel will consult with the Superintendent, central office administrators, and/or principals and determine that a vacancy, opening or new position exists, the timeline for filling the position, and requirements or expectations for the position. It is recognized that positions that become vacant or open as result of employee attrition\retirements may be absorbed by existing School Board personnel. The Superintendent shall consult with the School Board regarding all vacancies, openings and new positions associated with supervisory personnel. The School Board, after consultation with the Division Superintendent, may make an initial determination as to whether to only post internally or to advertise for these supervisory personnel positions.

### **Notification to Internal Candidates**

Upon direction by the Division Superintendent the Director of Personnel will post the vacancy, opening or new position. This notification will include job title and responsibilities, preferred qualifications, letter of interest deadline, contact information including telephone number and the applicable EEOC statement. The posting will include information that any employee to wishes to be transferred to this position should submit a letter of interest by a specific date\time. These designated supervisory positions may be filled by both vertical and horizontal movement (based upon the school system's pay scale) by existing employees who are determined to be qualified and capable of performing the work required the position.

### **Screening Letters of Interest**

Letters of interest from internal candidates shall be screened by the Director of Personnel and the Division Superintendent. The Division Superintendent shall report to the School Board regarding the pool of candidates available for the vacancy, opening or new position. After consultation with the School Board the Division Superintendent shall evaluate and determine whether to fill the position with existing school personnel or whether the position should be advertised.

### **Advertise Vacancy**

If the Division Superintendent determines, after consultation with the School Board, that the position should be advertised then an advertisement will be run in a paper of general circulation in Dickenson County. The advertisement may be extended to regional media by the Superintendent. The vacancy announcement will also be posted on the school division's website. The position announcement will include but not be limited to, job title and responsibilities, preferred qualifications, application deadline, contact information including telephone number, and EEOC statement.

### **Accumulate Completed Application Forms**

School Board Policy GBN, also requires that "Application for employment in the Dickenson County Public Schools shall be in writing and on forms provided by the Personnel Office. If the position is advertised, a personal interview will be required of all candidates, including internal candidates.

### **Screening of Applications**

When the vacancy announcement closing date has expired, a screening panel will be organized by the Director of Personnel. A screening panel which may consist of the Superintendent, appropriate central office supervisors, and appropriate building principals will review completed applications. The selection of a screening panel may be initiated before or after the vacancy announcement closing date has expired or at a date established by the Superintendent. The screening panel will select the best qualified applicants for interview with the interview panel.

### **Interview Panel**

The interview panel may consist of the Superintendent, appropriate central office supervisors, and appropriate building principals. The selection of an interview panel may be initiated before or after the vacancy announcement closing date has expired or at a date established by the Superintendent.

### **Establish an Interview Schedule, Select Applicants for Interview, and Schedule Interviews**

Once membership for an interview panel has been determined, the Director of Personnel will consult with the interview panel and establish a date and time schedule for interviewing selected applicants. Selected candidates will be contacted and scheduled for interviews. Prior to the interview date(s), the interview panel will be informed of any necessary changes in the interview schedule.

### **Job Related Interview Questions**

Job related interview questions will be reviewed by the Director of Personnel in cooperation with other administrative and supervisory staff for use during formal interviews. Other questions may be based on the articulated expectations for the successful applicant.

### **Conduct Interviews and Rank Applicants**

Each selected applicant will be interviewed at the designated date and time by the interview panel. After all candidates for the vacancy have been interviewed, members of the interview panel will be given the opportunity to discuss and then individually rank all candidates. The interviewer's first choice will receive the highest score; the number assigned will be based on the number of candidates interviewed. For example, if six candidates are interviewed, the top choice will receive a 6, the second choice will receive a 5, the third choice will receive a 4, etc. Scores for each interviewee will be totaled.

### **Recommend Successful Applicant for Appointment**

The interviewee with the highest total will be recommended to the Dickenson County School Board by the Superintendent to fill the vacancy. In the event of a tie, the interview panel will rerank only those applicants who tied with the highest total.

### **Mail Letter of Regret to Unsuccessful Applicants**

After a successful candidate is appointed to an advertised vacancy by the School Board, a letter of regret will be mailed to each unsuccessful candidate who was interviewed for the job. The application forms of unsuccessful candidates will be returned to an active applications file. All application forms remain active for one calendar year.

### **Type Employment Contract or letter of Agreement and Create a Confidential Employment File**

Once the successful candidate is appointed by the School Board, pending the results of finger printing and a criminal background search and a Child Protective Services Central Registry Search, the Clerk of the School Board will prepare an employment contract for licensed personnel or a letter of agreement for support staff personnel. If needed, a confidential employment file will be created for the employee, and he/she must complete all employment forms, documents, and procedures.

**Procedures for Filling Professional Personnel Positions/Vacancies  
Other Than Supervisory Personnel**

**Determine that a Position is Available**

The Director of Personnel will consult with the Superintendent, central office administrators, and/or principals and determine that an open or new position exists, the timeline for filling the position, and requirements or expectations for the position.

**Post the Position**

Openings and new positions within the division will be posted in each school and in the Central Office for a period of three business days. Nothing herein shall be construed as a limitation on the Superintendent's ability to transfer employees to best suit the needs of the school system. Only horizontal and not vertical transfers based upon the school system pay scale will be allowed.

The posting will include job title, preferred qualifications, letter of interest deadline, contact information including telephone number, and EEOC statement. The posting will include the statement: Employees who wish to be transferred to this position or to another position as a result of the filling of this position may submit a letter of interest.

A current employee is only required to submit a letter of interest to the Superintendent.

**Screening Letters of Interest**

When the position announcement closing date has expired, a screening panel will be organized by the director of personnel. A screening panel which may consist of the superintendent, appropriate central office supervisors, and appropriate building principals. This screening panel will review the letters of interest. For employees who submit a letter of interest, consideration will be given, but not limited to, work record, seniority, and principal's and/or supervisor's recommendation. If it is determined by the screening panel the qualifications of an employee who has submitted a letter of interest best meets the needs of the division, the employee will be recommended to the superintendent for transfer. The transfer process will continue until a vacancy exists. Any resulting transfers will require school board approval.

For purposes of this regulation, openings and new positions do not require advertisement as long as those openings and new positions can be filled by existing personnel. At the conclusion of the transfer process, any resulting vacancy will be advertised. If it is determined the qualifications of employees who submit a letter of interest do not meet the best needs of the division then a vacancy exists and the position will be advertised.

### **Advertise Vacancy**

If it is determined that a vacancy exists and existing school personnel cannot absorb or otherwise fill that position then the position shall be advertised. Advertisement will occur in a paper of general circulation Dickenson County. The advertisement may be extended to regional media by the Superintendent. The vacancy announcement will also be posted on the school division's website. The vacancy announcement will include, but not be limited to, job title, preferred qualifications, application deadline, contact information including telephone number, and EEOC statement.

### **Accumulate Completed Application Forms**

School Board Policy GBN, also requires that "Application for employment in the Dickenson County Public Schools shall be in writing and on forms provided by the Personnel Office. A personal interview is required of all applicants as prerequisite to employment."

### **Screening of Applications**

When the vacancy announcement closing date has expired, a screening panel will be organized by the director of personnel. A screening panel which may consist of the superintendent, appropriate central office supervisors, and appropriate building principals will review completed applications. The selection of a screening panel may be initiated before or after the vacancy announcement closing date has expired or at a date established by the Superintendent. The screening panel will select the best qualified applicants for interview with the interview panel.

### **Interview Panel**

The interview panel may consist of the superintendent, appropriate central office supervisors, and appropriate building principals. The selection of an interview panel may be initiated before or after the vacancy announcement closing date has expired or at a date established by the Superintendent.

### **Establish an Interview Schedule, Select Applicants for Interview, and Schedule Interviews**

Once membership for an interview panel has been determined, the director of personnel will consult with the interview panel and establish a date and time schedule for interviewing selected applicants. Selected candidates will be contacted and scheduled for interviews. Prior to the interview date(s), the interview panel will be informed of any necessary changes in the interview schedule.

### **Job Related Interview Questions**

Job related interview questions will be reviewed by the director of personnel in cooperation with other administrative and supervisory staff for use during formal interviews. Other questions may be based on the articulated expectations for the successful applicant.

### **Conduct Interviews and Rank Applicants**

Each selected applicant will be interviewed at the designated date and time by the interview panel. After all candidates for the vacancy have been interviewed, members of the interview panel will be given the opportunity to discuss and then individually rank all candidates. The interviewer's first choice will receive the highest score; the number assigned will be based on the number of candidates interviewed. For example, if six candidates are interviewed, the top choice will receive a 6, the second choice will receive a 5, the third choice will receive a 4, etc. Scores for each interviewee will be totaled.

### **Recommend Successful Applicant for Appointment**

The interviewee with the highest total will be recommended to the Dickenson County School Board by the Superintendent to fill the vacancy. In the event of a tie, the interview panel will rerank only those applicants who tied with the highest total.

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After a successful candidate is appointed to an advertised vacancy by the School Board, a letter of regret will be mailed to each unsuccessful candidate who was interviewed for the job. The application forms of unsuccessful candidates will be returned to an active applications file. All application forms remain active for one calendar year.

### **Type Employment Contract or letter of Agreement and Create a Confidential Employment File**

Once the successful candidate is appointed by the School Board, pending the results of finger printing and a criminal background search and a Child Protective Services Central Registry Search, the Clerk of the School Board will prepare an employment contract for licensed personnel or a letter of agreement for support staff personnel. If needed, a confidential employment file will be created for the employee, and he/she must complete all employment forms, documents, and procedures.

Approved: January 23, 2008

Revised: August 26, 2009

Revised: May 26, 2010

Revised: March 26, 2014

## **Procedures for Filling Support Personnel Positions/Vacancies**

### **Determine that a Position is Available**

The director of personnel will consult with the Superintendent, central office administrators, and/or principals and determine that an opening or a new position exists, the timeline for filling the position, and any articulated expectations for the position.

### **Post the Position**

Positions within the division will be posted in each school and in the Central Office for a period of three business days. Only horizontal and not vertical transfers based upon the school system pay scale will be allowed.

The posting will include job title, preferred qualifications, letter of interest deadline, contact information including telephone number, and EEOC statement. The posting will include the statement: Employees who wish to be transferred to this position or to another position as a result of the filling of this position may submit a letter of interest.

A current employee is only required to submit a letter of interest to the Superintendent.

### **Screening Letters of Interest**

When the position announcement closing date has expired, a screening panel will be organized by the director of personnel. A screening panel which may consist of the superintendent, appropriate central office supervisors, and appropriate building principals will review the letters of interest. For employees who submit a letter of interest, consideration will be given, but not limited to, work record, seniority, and principal's and/or supervisor's recommendation. If it is determined by the screening panel the qualifications of an employee who has submitted a letter of interest best meets the needs of the division, the employee will be recommended to the superintendent for transfer. The superintendent, based on the screening panel's recommendation, may grant the transfer request at this time. The superintendent will notify the board member(s) representing the district(s) involved of any transfer requests that are granted. The transfer process will continue until a vacancy exists.

If it is determined the qualifications of employees who submit a letter of interest does not meet the best needs of the division then a vacancy shall have occurred and the position shall be advertised.



### **Advertise Vacancy**

If it is determined that the existing school system personnel cannot fully absorb any opening or new position then this vacancy shall be advertised and notifications posted in each school and in the Central Office.

The procedures as required by policy are adhered to and are often extended to local and when needed to regional media. The vacancy announcement will also be posted on the school division's web site. The vacancy announcement will include job title, preferred qualifications, application deadline, contact information including telephone number, and EEOC statement.

### **Accumulate Completed Application Forms**

School Board Policy GBN, also requires that "Application for employment in the Dickenson County Public Schools shall be in writing and on forms provided by the Personnel Office. A personal interview is required of all applicants as prerequisite to employment."

### **Screening of Applications**

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