

Human Resources

GREATER ALBANY PUBLIC SCHOOLS

Administrative Steps to Hiring Classified Staff

1. Administrator works with Human Resources to develop a posting. Position is posted in the District Office and listed on the District's website using the online system Recruit & Hire and any other job specific websites. A copy of the posting will be sent to each building. Interested applicants are required to apply online through the Recruit & Hire.
2. Administrator will login to Recruit & Hire and review applications online. Current employees wishing to apply for in-district jobs must do so through Recruit & Hire. Current employees will be responsible for uploading any additional materials they would like to have included with their online application.
3. Administrator and/or building team creates a list of desired qualifications and interview questions. The Human Resources Director and other district administrators are available to participate in the process if requested.
4. Administrator screens applications and verifies that the applicant meets No Child Left Behind requirements, if applicable. An administrator calls applicants and sets up interview times. The most senior applicant and two additional current employee applicants who possess the minimum required skills listed on the position posting must be interviewed per bargained agreement. An employee may be limited to one interview per year with the same supervisor or his/her designee, for a vacancy in the same classification. By law, veteran candidates will be given preference also during the screening and hiring process.
5. Administrator, building team, and the Human Resources Director (if requested) may interview applicants.
6. Administrator calls references of preferred applicants. A sexual misconduct clearance under HB 2062 must be completed on the applicant recommended for hire. Under this law, a clearance must be obtained from the last three educational employers, if applicable. This must be done prior to the candidate being forwarded for school board action. The Human Resources Director will assist if requested.
7. Second round of interviews are conducted if appropriate. Sample skills tests and interview questions are available from the Human Resources Department.
8. Administrator notifies Human Resources Director of status of interviews, comments obtained from reference calls, and intent to hire.
9. Successful candidate is notified of selection and directed to make an appointment to meet with Human Resources Department for paperwork and orientation. The fingerprinting and completion of the basic skills test and paraprofessional test (if applicable) will be done at this level.
10. Candidate is recommended to the School Board for hiring. School board approves or rejects the recommendation. The position will be reposted if necessary.
11. Administrator calls all candidates who were interviewed and were not recommended within one day of selection. All application materials will be returned to the Human Resources Department within two days of the selection, accompanied by a list of all applicants with a designation of those applicants who were interviewed. The Human Resources Department will send written notification to all candidates who were not interviewed.
12. Administrators will keep interview notes on file for one year.

