

Human Resources

GREATER ALBANY PUBLIC SCHOOLS

Administrative Steps to Hiring Certified 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. 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 only screens applications. **Administrator will not share login information with certified staff.** Administrator will keep any "printed" copies of application materials only. Committee can be used to interview but should not have access to online system. The administrator calls applicants and sets up interview times **after position closes**.
5. Administrators are encouraged to consider inside applicants when screening. Contract language specifies that the most senior teacher applicant will be guaranteed an interview if they meet the minimum posted requirements. This guaranteed interview will be limited to once per school year. By law, veteran candidates must be given preference during the screening and hiring process.
6. Administrator, building teams, and district administrators (if requested) will interview applicants. Human Resources will assist by providing questions upon request.
7. Administrator calls three references of preferred applicants. The most recent supervisor must be contacted as a reference check. A sexual misconduct clearance under HB 2062 must be completed on the candidate 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.
8. Second round of interviews will be conducted if appropriate. Human Resources Director will assist if requested.
9. Administrators notified Human Resources of status of interviews, comments obtained from reference calls, and intent to hire **before any offer is made**. Administrator records any pertinent notes under the "Tracking" area within the applicant's profile in Recruit & Hire regarding the interview (i.e. date interviewed, comments, reference check information, etc.) Human Resources will verify licensure and any additional background check.
10. Candidate is notified of selection and directed to make an appointment to meet with the Human Resources Department for paperwork and orientation.
11. Candidate is recommended to the School Board for hiring. School board approves or rejects the recommendation. The position will be reposted if necessary.
12. Administrators calls all in-district people who interviewed and were not recommended within one day of selection. A phone call is also made to other finalists who were interviewed. In either case, Human Resources will be notified as to all candidates who were interviewed for the position. The Human Resources Department will send an email notification to all candidates who were not interviewed.
13. Administrator submits any and all downloaded application information to Human Resources.

