



## **Process for Ensuring Hiring of Highly Qualified Staff**

Upon completion of a CNA and determination of the desire to seek support that requires a person being hired, the following Steps are applied:

- The principal/director will work with the HR office to write a job description and proposed FTE.
- The financial office will review the posting to determine the cost based on the FTE and note a change if funding is not available.
- Posting is finalized including qualifications/certifications as required by state and federal highly qualified rules on Aplitrack and other necessary avenues.
- Upon expiration of the posting, the school team and HR department will review applications to create a pool of HQ candidates who meet the criteria for a first round of interviews.
- HR Office will verify all candidates in the pool have proper and updated necessary certifications and contact candidates to arrange and interview time
- HR Office and building staff (and others as necessary) will be invited to be part of the interview team.
- HR Office and building staff will develop a set of questions for the round one interviews.
- HR Office and interview team will complete interviews, interview documents, and determine second round candidates or the selected hire.
- HR Office will make reference checks.
- Second round questions and interviews will occur, if necessary.
- A job offer will be made and employee position hired/secured.
- Union contract will be reviewed (if appropriate) and mentor relationship established according to district processes.
- Evaluation procedures will be carried out according to district processes for newly hired employees and state requirements.