



# Administrative Letter A058

## District Position Staffing Checklist

*Administrative Letter #58 District Position Staffing Checklist - Approved 08/29/2003; Updated 08/22/2013, 07/07/2017*

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**DATE:** Reviewed and Updated July 7, 2017 – Lyle Cox

**REGARDING:** Selection Process

**Attachment:** District Position Staffing Checklist

### **WHEN FILLING POSITIONS, PLEASE FOLLOW THE SELECTION PROCESS.**

All candidates must submit an application online through the district applicant system. **Do not consider applicants** unless they applied through the AppliTrack system at <https://a1-1.applitrack.com/washk12/adminsignin.aspx>.

PLEASE NOTE: this includes candidates that have worked for you in the past and all temporary employees. While there is currently an exception to this policy for career or provisional employees eligible for in-district transfer at their current grade level, all promotion candidates must also submit an application online to receive consideration.

1. Do not attempt to fill a position without obtaining funding approval from the administrator that is responsible for the program.
2. Once a request is approved by the Finance Department and received by the HR Department, we can determine with you if the vacancy needs to be advertised. Some positions must be advertised. If it has been previously advertised for the current school year, then a specific announcement about that position may not be necessary.
3. Do not finalize consideration of applicants prior to the job announcement closing. All submitted applications can be reviewed online through the district AppliTrack system. You must use the online applicant system to document the selection process.
4. In every case, ALL eligible candidates must be considered. Make sure you consider only the candidates on the list. If someone comes directly to you, let him or her know they must apply through the district's Applitrack system.

5. If you interview, make sure you interview all similarly qualified applicants. Make sure that you ask the same questions of all interviewed candidates. Make sure all questions are job related. Don't ask questions about family, health, religion, marital status, etc.
6. Once you have made a selection, do not notify the candidate directly. Do not obligate the District to a specific salary or hourly rate of pay.
7. Each applicant should be categorized into a Vacancy Pipeline Category prior to finalizing a selection. The categories are:
  - Considered Applicant
  - Interviewed
  - Good Second Choice
  - Recommend for Hire
8. Recommendations for hire must be submitted through the Applitrack system by completing the Hire Form in the Recommend for Hire Pipeline Category (follow the instructions at this link:

[http://do.washk12.org/\\_public/uploads/MiscHR/Applitrack%20Training/Applitrack%20Instructions.pdf](http://do.washk12.org/_public/uploads/MiscHR/Applitrack%20Training/Applitrack%20Instructions.pdf)

9. This form can be submitted electronically and must be completed with Hiring Committee Information, Reference Check Information, and any additional special notes. Once the form is submitted, the online applicant system will immediately notify the appropriate HR Secretary via email. The HR Secretary will get appropriate selection approval, if applicable due to state qualification requirements. The HR Secretary will contact the selected candidate, electronically send the appropriate information and paperwork needed to begin employment, and print the contract with approved start date.
10. Do not let an individual begin work until he/she has an ID card. The ID card is given to an employee after all the requirements are met for employment. It is important to know, that if a candidate is not "qualified" with an endorsement, license, qualification requirement, background check, or has a nepotism conflict, we may not be able to offer a contract, or we may have to place the candidate on a substitute position pending completion of all qualification requirements. This is another reason that you should not offer the position to the candidate directly. This process is extremely. Allowing candidates to apply and receive appropriate consideration is an entitlement enforced by state and federal laws. It is intended to assure compliance with paraprofessional qualification requirements, Title VII Equal Opportunity Laws, ADA, ADEA Requirements and a host of other state, federal and District mandates. Failure to follow the process increases liability and creates the potential for lawsuits.
11. Please, if we have posted a position for your school, even if you have a one-year teacher who is an excellent candidate that you would like to hire, please do not tell other potential candidates not to. You need to consider all candidates who have applied and base your selection on the merits of their qualifications. Do not make a final selection before the closing date of the announcement. You do not need to interview external or temporary employees; however, if you interview any external or temporary candidate, you must interview all similarly qualified (same qualifications or related experience) candidates. Also, do not use temporary employees on your selection committees.

12. Again, once we know the status of final funding we can EXTEND temporary employees for another year, but we cannot automatically CONVERT them to permanent without making sure all the competitive requirements are

Your help in this area of employment is critical. If you have any questions, please contact HR.

**District Position Staffing Checklist**

Position: \_\_\_\_\_

Date \_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_

Replacing: \_\_\_\_\_  
\_\_\_\_\_

Funding Approved by: \_\_\_\_\_  
\_\_\_\_\_

Individual Responsible for Selection: \_\_\_\_\_  
\_\_\_\_\_

!	Critical Selections Requirements
	A District 527, "blue," Personnel Action Request form was requested from the Finance Department, either personally or through the District administrator, before the recruitment/selection process started.

	<p>Funding approval was received from the administrator or designee that is responsible for the program.</p> <p>If the action is within your authorized FTE's, the HR Department will begin recruitment.</p> <p>Special Education director must approve Special Education positions, CTE director must approve CTE positions,</p> <p>If you have a question about funding outside of those allocated for staffing, get business administrator approval.</p>
	<p>The position was reviewed with the HR Department to determine if it needed to be advertised.</p> <p>Some positions must be advertised. If it has been previously advertised for the current school year, then a specific announcement about that position may not be necessary.</p>
	<p>All candidates (in-district, temporary, outside, and previous employees) must apply through the district online AppliTrack system.</p> <p>Do not consider applicants unless they are on the AppliTrack list for that job announcement.</p>
	<p>ALL eligible candidates on the list were considered. Only the candidates on the list were considered.</p> <p>If someone comes directly to you, let him or her know they <u>must</u> apply using the district online applicant system.</p>
	<p>If interviews were conducted, all similarly qualified applicants were interviewed. All candidates were asked same questions. All questions were job related.</p> <p>There were no questions about family, health, religion, marital status, etc.</p>
	<p>The selected candidate was not notified by the selecting official and did not receive a commitment to a specific salary or hourly rate of pay.</p>
	<p>The selected candidate was identified on the list by placing into the Recommend for Hire Pipeline Category and a Recommendation for Hire Form was completed and submitted electronically.</p>
	<p>Non-selected applicants were identified on the list by placing into an appropriate Pipeline Category of Considered, Interviewed, or Good Second Choice. No applicants were left in the Submitted Pipeline Category.</p>
	<p>Once the Recommendation for Hire Form is submitted, the HR secretary will get the appropriate selection approval, if applicable due to state qualification requirements. The HR secretary will contact the selected candidate, electronically send the appropriate information and paperwork needed to begin employment, and print the contract with approved start date.</p>
	<p>The selected candidate was notified by the District HR Department.</p>

