

# IRVINGTON UNION FREE SCHOOL DISTRICT

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## Office of Human Resources

### ADMINISTRATIVE GUIDELINES FOR RECRUITMENT AND SELECTION OF CERTIFIED STAFF

The goal of this document is to provide continuity and consistency in recruitment and selection, as well as to provide uniform procedures that can be communicated to all involved in the selection process.

#### General Information

The procedures described are designed to ensure the application of sound professional practices, judgments and decisions in the recruiting and screening of candidates for teaching and administrative vacancies in the Irvington UFSD. Recognition is given to the importance of a wide selection of candidates. Emphasis is particularly placed on broad-based advertising and recruitment activities and on carefully planned and conducted interviews leading to recommendations for employment of those candidates who appear to have potential for excellence.

These guidelines are generally to be followed as described. It is recognized, however, that specific circumstances may make it necessary or desirable to modify these steps so these procedures are flexible in this regard. Changes in procedures may be authorized by the Superintendent of Schools, followed by notice to the Board of Education, as deemed necessary.

#### Recruitment Procedures

##### Determining Staff Needs — Posting of Vacancies

- After consultation with the Superintendent and the Assistant Superintendent for Instruction Human Resources, building principals/directors shall notify Human Resources of all anticipated or known vacancies. By February 1st of each year, Human Resources will develop a list of all retirements, teachers requesting leaves, and teachers returning from leaves that are known at that time.
- Staffing requests presented in the Superintendent's preliminary budget will also be posted as anticipated vacancies
- Special qualifications or position requirements shall be included in all requests to the Human Resources Office. (Form A —Request for Personnel)
- Posting of Vacancies —Teacher and administrative vacancies will be posted throughout the school year via e-mail and in common areas of the school buildings. Postings will include specific information requested in the request for personnel form.

### **Securing Applicants**

- The Assistant Superintendent for Instruction and Human Resources, with assistance from the Personnel Assistant, will be responsible for the preliminary decisions related to advertising, canvassing steps and recruitment activities.
- Extensive efforts will be made to recruit a balanced staff based upon age, experience, gender, geographic background and ethnic and racial grouping. In every case, however, the successful candidate will be the individual who demonstrates the greatest potential to be outstanding in his/her position
- To the extent possible, all hiring for known vacancies will be completed prior to the end of the school year. Consequently, most interviewing will occur during February, March, April, and May. Sufficient time should be allocated at the building level to provide for this schedule. This timeline, along with copies of these guidelines, will be disseminated by February 1st for spring recruitment.

### **Procedures for Sorting and Screening of Applicants**

- All applicants for teaching positions are required to apply on-line through OLAS (On-line Applications System for Educators). When Human Resources receives a paper resume through the mail, the candidate is to be informed that he/she must apply on-line if he/she has not already done so. Therefore, no paper resumes will be kept as a result of our advertisements.
- The only paper resumes that will be kept in the Human Resource Office are those that we receive at recruitment conferences, through special recommendations or internal candidates. Human Resources will send Committee Chairs copies of any paper resumes on file.
- When a vacancy occurs the building principals/directors will be responsible for reviewing on-line applications. In the event the position is shared, the primary supervisor, with input from the other responsible administrator(s), will share the responsibility for reviewing on-line applications.
- The Chair of the Committee, will develop a process for candidate selection as well as who will participate in the initial screening interviews. After the screening interview, those candidates not invited back to a full committee interview, will be sent an appropriate letter of thank you. (Form B - Sample letter) A goal of 4-6 candidates will be selected for the committee interview. When possible, candidates representing diverse backgrounds will be included in the pool of candidates to be interviewed.
- The Chair of the Committee will invite the selected candidates to return to the District for a committee interview. After the committee interview, those candidates not invited back to present a demonstration lesson will be sent an appropriate letter of thank you (Form C - Sample letter) by the Chair of the Committee within two weeks. Files on all candidates not selected will be kept by the Chair of the Committee in a confidential file for a period of one year.
- At the conclusion of the demonstration lesson(s), reference checks will be initiated for remaining candidate(s). Candidates not moving on in the process will be sent an appropriate letter of thank you (Form C - Sample letter) by the Chair of the Committee. The Chair of the

Committee will develop a file for each finalist to be forwarded to Human Resources. The file will include all documents outlined on Form D - Candidate Recommendation Packet.

- Once recruitment packet is complete, Human Resources will make every effort to schedule finalists in a timely manner to meet with the Superintendent.
- With input from the Interview Committee and the Committee Chair, the Superintendent will make the final recommendation. The Superintendent will authorize Human Resources to extend an offer of employment. In consultation with Human Resources, the Superintendent will determine salary, allowable experience and credits toward future salary advancement. If offer of employment is accepted, Human Resources will issue a commitment letter (Form E – School District Commitment) to the finalist and prepare for appointment at the next available meeting of the Board of Education.
- Human Resources will notify the Committee Chair when an offer of employment has been accepted via e-mail. The Committee Chair will notify all interested parties.

#### **Creation of Interview Committees**

- A Principal, Assistant Principal or Director will serve as Chair of the Interview Committee and be responsible for the steps outlined in these guidelines.
- The Chair will solicit volunteers to serve on the committee. The committee should be broad-based and include diverse members of the building/department where the vacancy exists. An effort will be made for committee members (other than the Chair) to be rotated so as not to include the same members for the interviewing committee. When appropriate, the Chair may solicit committee members from outside of the building/department.
- Composition of Interview Committee — In general, interview committees should be composed of administrators, teachers, parents and other staff. Students may also be included as appropriate. Chairs will solicit parent members.
- Interview committees for each known vacancy should be created as soon as a position has been posted and resumes have been received. The Hiring Timeline (Form - F) should be completed and submitted to Human Resources. Tentative dates should be established for interviewing, thereby providing committee members advanced notice
- Interview committees are advisory in nature. Other factors will be taken into consideration before selecting a finalist, including strong references.

#### **Interviewing**

- The Chair, with input from the committee, will develop a series of interview questions. Questions should be developed in advance of the interview and will be specific to the position being filled. The same questions should be presented to each candidate. For guidance when developing interview questions, please refer to Section III, Guidelines for Conducting Candidate Interviews.
- All committee members shall complete a Confidentiality Statement (Form – G)

- The Committee Chair will complete the Committee Member List (Form -H)
- Committee members will be provided with the Personal Interview Report Form (Form I) for each candidate interviewed. These forms are only to be used to help assess the interviewer's thoughts about each candidate. They are not the single determining factor for selecting finalists. Other factors, such as reference checks, must be considered. These forms shall be placed in the candidate's file folder and maintained by the Chair after the completion of interviews for each position.
- At the end of the committee interviews, each committee member will be asked to rank order the candidates (Form - J). The Committee Chair will total the number of total points for each candidate. The candidates with the lowest number of points will progress to the next level in the interview process.
- The Committee Chair will contact the candidates who are moving to the next round of interviews, and send a letter (Form - C) to those whose candidacy is no longer being considered.

### **Selecting Finalists**

- All candidates will be required to participate in a personal interview by the interview committee. The type, duration, and number of interviews will be determined at the building level and will be based on position.
- At the conclusion of all interviews for each position, when possible, those candidates selected as finalists will be invited back to the District to conduct a demonstration lesson. Candidates will be requested to spend an additional 30 minutes to complete a typed writing sample on the day of the demonstration lesson. The content of this writing sample should be determined by the Chair of the committee and should be part of the materials sent to the Human Resource Office when making a recommendation. Please make arrangements for an appropriate place for this assignment to be completed in advance.
- Representative members of the Interview Committee may serve as observers at the demonstration lesson. Observers should be limited to three (3) professionals.
- Observers should complete the Evaluation of the Demonstration Lesson (Form K)
- At the conclusion of the demonstration lesson, finalists will be provided an opportunity to debrief, to share his/her perceptions of how well the lesson went and what improvements or suggestions the candidate has for the lesson.
- Based on the demonstration lessons, a finalist will be selected and The Committee Chair, with assistance from other appropriate administrators will begin reference checks (Form L).
- The Committee Chair will inform the candidate(s) that reference checks are the next step in the process and ensure that at least one of the references is the candidate's current direct supervisor. At this time the Committee Chair will also request official college transcripts, and copies of current certification and (1) letter of reference.

- If reference checks meet expectations, the Committee Chair will complete the Candidate Recommendation Packet cover page (Form – D) and forward the hiring packet to Human Resources.
- Committee Chairs should send all interview materials to the Human Resources Office where a folder containing the following will be held for one year:
  - Resumes and cover letters of all candidates who participated in committee round interviews
    - A copy of the interview questions
    - A copy of the Interview Committee Member list
    - A copy of the Order Ranking Chart
  - Human Resources will arrange for the Superintendent to interview the final candidate. Based upon the interviews, reference information, applicant materials (including the writing sample) and consultation with the Chair of the Interview Committee, a final candidate will be recommended for employment to the Board of Education by the Superintendent of Schools.
  - Under State Education Department regulations, all candidates recommended for hire require a fingerprint supported criminal history background check. Candidates will need clearance prior to Board of Education appointment, or if necessary, will be appointed conditionally.

**Candidates Already Known to District Personnel**

(i.e. per diem substitutes, part-time teachers, building substitutes, teaching assistants, etc.)

Candidates known to district personnel must follow the same process as other candidates, including:

- submission of a cover letter and resume on the OLAS system
- participation in the interview process
- if selected as a finalist, the candidate must conduct a demonstration lesson or be observed if currently serving in a teaching position in District. If the principal has already formally observed this candidate, this step may be waived with the agreement of the Assistant Superintendent for Instruction and HR.

**Appointment of Current Leave Replacements and Part-time Teachers to Probationary Positions**

On a case-by-case basis, full-time leave replacements and part-time teachers may be appointed on probationary basis upon:

- Completion of at least one year in the vacant position immediately preceding the vacancy.
- The completion of all required observations and at least one year-end evaluation.
- The recommendation of the principal, and other supervising administrators including the Asst. Superintendent for Instruction and HR
- Approval of the Superintendent

Salary offers will be made only by Human Resources. No reference to salary or step should be made to any candidate during the selection process. Salary is a pre-employment negotiation and is finalized by the Superintendent.

### In-District Transfer Request to Another School

The following steps will be followed by the Office of Human Resources, administration and teachers interested in applying for a position within the same tenure area in another building:

- Position will be posted in buildings and on OLAS
- Teacher will inform current principal of his/her interest
- Teacher will submit a letter of interest to Human Resources
- Human Resources will contact prospective building principal
- Prospective building principal will contact teacher directly to arrange a meeting with the building administrator(s)
- Meeting between teacher and prospective building administrators will be held at the District Office
- A short set of questions will be developed; if more than one internal candidate is being considered, the same set of questions will be used for each interview

Next steps for candidates moving forward:

- The prospective building administrator will contact the current administrator
- The administrators will coordinate an opportunity for a classroom observation; in addition a demonstration lesson may be requested at the prospective grade level.
- Final decisions will be made in collaboration with the Superintendent and Assistant Superintendent for Instruction and Human Resources

### Selection Criteria

As a general guideline, administrative/supervising personnel and interview committees shall apply the following criteria in determining the qualifications of candidates for teaching positions.

<b>PERSONAL ATTRIBUTES</b>	<b>PROFESSIONAL ATTRIBUTES</b>
<ul style="list-style-type: none"><li>✓ Critical thinking skills</li><li>✓ Communication skills</li><li>✓ Energy, enthusiasm</li><li>✓ Professional Appearance</li><li>✓ Flexibility</li><li>✓ Empathy for students</li><li>✓ Appreciation for diversity</li></ul>	<ul style="list-style-type: none"><li>✓ Content knowledge</li><li>✓ Preparation</li><li>✓ Instructional delivery</li><li>✓ Classroom management</li><li>✓ Student development</li><li>✓ Student assessment</li><li>✓ Collaboration</li><li>✓ Reflection</li><li>✓ Technologies</li><li>✓ Employment stability</li><li>✓ Education, coursework and grades</li></ul>

The District will assess candidates by reviewing data obtained related to the above criteria including, but not limited to, personal application form, student teaching, transcripts, prior employment history, reference checks, personal interview, demonstration lesson, writing sample, background checks and fingerprinting.

## Recommendation for Appointment of Teachers

### **Role of the Chairperson:**

- The Chair should forward the finalist's completed candidate recommendation packet to Human Resources.
- The Chairperson should inform the finalist that they have been recommended for further consideration and that the Superintendent will make a decision on their employment.
- Candidates from within the Irvington UFSD who are not moving forward will receive a personal telephone call from the Chair.

### **Role of Human Resources:**

- In collaboration with the Superintendent, Human Resources will be responsible for finalizing all offers of employment to teacher candidates, subject to formal approval by the Board of Education. Human Resources will notify Chairs of accepted employment offers.
- Once employment offers are finalized, the Human Resources Office will notify unsuccessful candidates in writing.
- Human Resources will obtain written verification in any case where prior experience is claimed on the salary schedule or tenure appointment. (Form M – Verification of Prior Experience)

## General Process for Hiring Administrators

- Recruitment is the same as for teachers, except national publications may be used.
- Screening of resumes (the Superintendent, Assistant Superintendent for Instruction and Human Resources, Personnel Assistant and other administrators as appropriate). Resumes are screened for appropriate certification, education and relevant experiences.
- One broad-based interview committee is established. Members include the Assistant Superintendent for Instruction and Human Resources, administrators, staff, Board of Education member, parents and students (if appropriate). Keep in mind, interview committees are advisory in nature. Other factors will be taken into consideration before selecting a finalist, including strong references.
- A notice for an opportunity to participate in the interview process will be communicated through email blasts, the District website, Board of Education Meetings and PTSA communications. Those interested in participating shall contact the Human Resources of their availability. District Office staff will randomly select individuals. When possible, there will be two to three parents selected. First consideration is given to parents with children in the building where the vacancy exists. Every effort will be made to rotate volunteers. The Board of Education may nominate one trustee to serve on interview committees for Principals and District-level administrators. In addition, a community member could be considered to supplement parent representation.

- The District understands the importance of maintaining the confidentiality of applicants for administrative positions. Every effort will be made to maintain the candidates' confidentiality while participating in the interview process. Committee members will be counseled and confidentiality statements (Form I – Confidentiality Statement) will be distributed for signature and collected. All resumes, rating sheets and other information distributed to committee members will be collected at the end of the interview sessions and held by Human Resources for a period of one year.
- The interview committee conducts in-depth interviews with each candidate (approximately 45-50 minutes).
- Candidates will also perform some type of practical assessment (i.e. classroom observation), typically, but not limited to a typed writing sample. Consensus on finalists (between 2 and 3) is recommended for further consideration.
- Finalists will participate in a clinical experience that will be developed by the Superintendent, Assistant Superintendent for Instruction and Human Resources and/or Supervisor.
- The Superintendent checks references. Other administrators may conduct reference checks as appropriate. At this stage of the interview process, finalists are required to provide references from their immediate supervisor
- All offers of employment are contingent upon satisfactory reference checks
- The finalist will be interviewed by the Board of Education
- The finalist is offered the position.

#### **Hiring an Interim Administrator**

- When unanticipated administrative vacancies occur, we are not always able to follow the process defined in this document. As a result, there is usually no choice but to pursue the hiring of a qualified interim candidate.
- Among the best ways to find interim candidates is to contact BOCES, to network with colleagues, contact professional organizations, and/or to advertise. Two recent interim candidates have been found through the first two of the aforementioned ways.
- The Superintendent, in partnership with staff and/or parent representatives and/or BOE Members, conducts interviews. The Superintendent then checks all references before a recommendation is made to the Board of Education to offer a position.
- If necessary, the next step involved is for the interim candidate to procure a waiver from the State. This is done in conjunction with the District's Human Resource personnel. All other documentation required of any other certified personnel, including reference checks and fingerprinting, are also required of interim administrator candidates.
- Once the necessary documentation is submitted, a letter agreement is drafted to define terms of employment.



### III. GUIDELINES FOR CONDUCTING CANDIDATE INTERVIEWS

#### I. Legal Matters

School districts are public employers. As such, school district interviewers must be aware of state and federal laws which prohibit discrimination in the interviewing, hiring and employment process.

##### **A. New York State Human Rights Law (HRL)**

This law specifically indicates that it is illegal for an employer to refuse to hire someone due to “age, race, creed, color, national origin, sex, disability, or marital status.”

1. **Age:** The HRL prohibits age discrimination for persons 18 years of age or older, and the federal Age Discrimination in Employment Act (ADEA) prohibits discrimination in hiring due to age for persons 40 years of age or older. Therefore, age should not be addressed at all during the interview process. Any questions which could result in a candidate revealing information which suggests age must be avoided. After a person has been offered, and accepts, employment, requests for age/date of birth information may be made for legitimate reasons (benefit enrollment forms, payroll forms, etc.).
2. **Race/Color:** Questions regarding race/color are prohibited, as are decisions based on such data.
3. **Religion:** No questions regarding religion may be asked. Also, not hiring a person because he/she may be absent periodically for religious holidays violates the HRL.
4. **National Origin/Citizenship:** No inquiries about national origin, U.S. citizenship or ancestry may be made, nor may candidates be asked where they were born because the response may reveal national origin information.
5. **Sex/Gender:** It is a direct violation of the HRL not to hire someone on the basis of his/her gender. It is unlawful to decide that a male, rather than a female, is “better” for the job, or vice versa.
6. **Disability:** This is a very complicated area. Both the HRL and the federal American with Disabilities Act (ADA) prohibit discrimination on the basis of disability. The ADA defines a person with a disability as one who has a physical or mental impairment that substantially limits one or more major life activities, including work. A district cannot refuse to hire someone if the duties of the position can be performed in a “reasonable manner”, or if the “essential functions” of the job can be performed.

Under New York and Federal case law, individuals suffering from diseases, such as AIDS, are considered disabled. An individual addicted to drugs (but not a current user) and/or alcohol is “disabled” under the HRL and the ADA. Even obesity has been ruled as a disability under the New York Court of Appeals. Be sure to limit questions to job related topics to avoid discrimination claims.

7. **Marital Status:** Questions regarding marital status, children, spouse, significant other, whether a person prefers to be called “Miss, Mrs. or Ms.”, or any other related topics are prohibited.
8. **Criminal Arrests/Convictions:** The HRL specifically states that is unlawful to deny employment on the basis of convictions for one or more criminal offenses unless the offenses are covered under Article 23-A of the Correction Law.

Article 23-A of the Correction Law provides that if there is a direct relationship between one or more of the previous criminal offenses and the job sought, or if granting employment would “involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general

public”, then the conviction may be considered.

Regarding prior arrests, HRL specifically prohibits inquiries about prior arrests or refusing to hire on that basis.

## B. Other Forms of Employment Discrimination

In addition to the HRL, other lesser known statutes prohibit discrimination in hiring and must be considered during the interview process.

1. **Political Affiliation:** Inquiries about political affiliation are prohibited and may not be made, including inquiries into those clubs and societies to which an individual belongs. However, it is permissible to ask a candidate about any outside interest in which he/she participates which enhance his/her abilities as an administrator.
2. **Off-Duty Conduct:** It is unlawful to deny employment due to legal off-duty activities such as smoking, consuming alcohol and/or participating in any association activities, such as a political or labor organization. A candidate may not be asked about union membership or role in a union.
3. **Bankruptcy:** Federal law specifically provides that employers cannot deny employment due to bankruptcy; therefore, questions on this matter may not be asked.

## II. Conducting the Interview

The purpose of the personal interview is to determine the best candidate for the position available.

The following is a list of some important “DO’s” and “DON’Ts” to be considered during the interview process.

### “DO’S”

- Do make the candidate comfortable
- Do have a member of the team take the lead to introduce the team and outline the interview for the candidate
- Do maintain a positive attitude during the interview
- Do be aware of your own body language
- Do ask the candidate if (s)he has any questions
- Do be consistent in your questions
- Do inform the candidate of the next steps in the process

### “DON’TS”

- Don’t rely on first impressions
- Don’t compare candidates against one another
- Don’t fall victim to the “halo effect”
- Don’t ask trick questions
- Don’t tell the candidate how (s)he did
- Don’t be afraid of silence

### III. Affirmative Action Guidelines

This section addresses Affirmative Action guidelines according to various subjects. This is valuable material which should be reviewed prior to the interview to avoid violations of the New York State Human Rights Law, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and other related State and Federal regulations.

#### UNFAIR AND ILLEGAL

SUBJECT	FAIR PRE-EMPLOYMENT INQUIRIES	QUESTIONS PRE-EMPLOYMENT
<b>(A) Age</b>	Birthdate and proof of true age	Any questions which imply preference for employees under 40 years of age
<b>(B) Arrests</b>	None	Any inquiry relating to arrests
<b>(C) Citizenship</b>	Applicant's eligibility for U.S. employment and the applicant's ability to provide proof of citizenship, visa or alien registration	Any inquiry into citizenship which divulges applicant's ancestry, national origin, birthplace or present citizenship. It is also illegal to require a birth certificate or naturalization or baptismal records before hiring
<b>(D) Convictions</b>	Questions about convictions for offenses which reasonably relate to the applicant's fitness to perform the job. These questions are limited to convictions within the last 7 years. The 7 year period is based on the date of application	Inquires about a conviction for an offense that does not reasonably relate to job performance or which exceeds the 7-year time limit indicated under fair questions
<b>(E) Disabilities</b>	Concerning specified sensory, mental or physical disabilities which reasonably relate to job performance, or disabilities or health problems which may require special consideration in determining job placement	General questions which divulge disabilities, or health questions, which do not reasonably relate to fitness or job performance. For example: "Do you have any disabilities?"
<b>(F) Family</b>	Applicant's ability to meet specific work schedules	Specific inquiries concerning spouse, spouse's employment or salary, children, child care arrangements, or other dependents
<b>(G) Height and Weight</b>	Questions concerning the ability to perform actual job (Being a certain height or weight is not considered a job requirement unless the employer can show that an employee with an ineligible height or weight could not do the work because of height or weight).	All inquiries which are not based on actual job requirements.
<b>(H) Marital Status</b>	None. (also refer to Name and Family)	Format of written questions: ( ) Mr. ( ) Mrs. ( ) Miss ( ) Ms. Whether the applicant is married, single, divorced, separated, engaged, widowed, etc.

<b>(I) Military</b>	Questions about education, training or work experience acquired in the armed forces of the United States; questions about type and dates of discharge may be asked about U.S. military service, if an applicant claims veteran's preference	Type or condition of military discharge. Whether an applicant has experience in other than the U.S. armed forces or requests for discharge papers
<b>(J) Name</b>	Whether applicant has worked for your company, organization or institution under a different name, and if so, what name; name applicant is known by two references	Questions about original name; has the name been changed by court order or marriage; inquiries which could divulge marital status, ancestry, or national origin
<b>(K) National Origin</b>	Questions about foreign language skills if those skills are job requirements	Inquiries into applicant's ancestry, national origin, or birthplace. Inquiries about the national origin of applicant's parents or spouse
<b>(L) Organizations</b>	Questions about organization membership unless the organization membership is an indication of race, color, creed, sex, marital status or national origin	Requirements that applicant list all organizations, clubs, societies, and lodges to which he or she belongs
<b>(M) Photographs</b>	None; may be requested after hiring for identification purposes	Mandatory or optional request that applicant submit a photograph before hiring
<b>(N) Pregnancy</b>	Inquiries which are made to males and females concerning any anticipated absences and expected duration of employment	All questions about pregnancy, medical history concerning pregnancy, and related matters
<b>(O) Race</b>	None	Any inquiries concerning race or color of skin, hair, eyes, etc.
<b>(P) Relative(s)</b>	Name of applicant's relatives already employed by company, institution or organization	Names and addresses of any relative other than those employed
<b>(Q) Religion or Creed</b>	None	Inquiries concerning applicant's religious denomination, religious affiliation, church, pastor, or religious holidays observed
<b>(R) Residence</b>	Mailing address and telephone number	Names or relationship of people living with applicant whether applicant owns or rents his or her home.
<b>(S) Sex</b>	None	All inquiries

IRVINGTON UNION FREE SCHOOL DISTRICT

REQUEST FOR PERSONNEL

Building/Program Administrator \_\_\_\_\_

Position Title \_\_\_\_\_ Location \_\_\_\_\_

Is this a (check one)  New Position or a  Replacement If a replacement, please give name and title of employee being replaced and reason. If a new position, please include rationale. Attach additional sheet if necessary.

Principal \_\_\_\_\_ Superintendent \_\_\_\_\_

Asst. Superintendent for Instruction & HR \_\_\_\_\_ Budget/Funding Source \_\_\_\_\_

All requests must be signed by the Building Principal and forwarded to Human Resources

Certified teaching/administrative position, Certification Area(s) \_\_\_\_\_

Classified/Civil Service position, Title \_\_\_\_\_

Extra & Co-curricular Non-Athletics \_\_\_\_\_

Athletics \_\_\_\_\_

Other (provide details) \_\_\_\_\_

Check one in each category:

Full-time  Part-time FTE \_\_\_\_\_  Hourly, Hours per week \_\_\_\_\_

10-month  12-month  Temporary through \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ Hours: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.

Advertising and/or Posting information: Please attach additional sheet if necessary.

List any other qualifications and/or experience candidates should have:

Ad should appear in:  Newspaper  Internal Posting only  OLAS only

(FOR OFFICE USE ONLY)

Posted: \_\_\_\_\_ Advertised in \_\_\_\_\_ Date: \_\_\_\_\_

CS list requested \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

**IRVINGTON UNION FREE SCHOOL DISTRICT**

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**SAMPLE Thank You Letter for Screening Participation**

DATE

CANDIDATE'S NAME  
ADDRESS  
CITY, STATE ZIP«Address»

Dear \_\_\_\_\_

On behalf of Irvington Schools, we wish to thank you for your application and participation in the interview process for the position of \_\_\_\_\_.

After a significant screening process of many candidates, we have identified a strong pool of educators whose skills and experience are most closely aligned with our current needs. Unfortunately, at this time your candidacy is no longer being considered for the next level of interviews.

We wish you our sincere best wishes for your future success.

Sincerely,

Cc: candidate's file

**IRVINGTON UNION FREE SCHOOL DISTRICT**

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**SAMPLE THANK YOU LETTER**

DATE

CANDIDATE'S NAME

ADDRESS

CITY, STATE ZIP

Dear \_\_\_\_\_

On behalf of Irvington Schools, we wish to thank you for your application and participation in the interview process for the position of \_\_\_\_\_.

It was a long and challenging process to match each individual's skills and experience with the current needs of the school district. We appreciated your time and although your experiences were impressive, your candidacy for this position is no longer being considered.

We wish you our sincere best wishes for your future success. Good luck!

Sincerely,

Cc: candidate's file

IRVINGTON UNION FREE SCHOOL DISTRICT

Candidate Recommendation Cover Page

Candidate's Name: \_\_\_\_\_

Position being recommended for: \_\_\_\_\_

Who is this candidate replacing? \_\_\_\_\_

Screening  Committee  Demo Lesson  Writing Sample

Paperwork Completed:

- Administrator's Recommendation
- On-Line Application Signed by Candidate
- Letter of Interest
- Current Resume
- Applicable Certification
- University/College Transcripts
- Reference checks:
  - (1) Letter of Reference
  - (3) Telephone References Checked by Administrator  
(one telephone reference must be immediate supervisor)

Notes:

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Recommendation: Yes  No

Offer Extended: Date: \_\_\_\_\_ Accepted: Yes  No

Column: \_\_\_\_\_ Step: \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

Additional Credits: \_\_\_\_\_ Verifiable Years of Experience \_\_\_\_\_  
(To be applied to future salary advancement) (For longevity)

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IRVINGTON UNION FREE SCHOOL DISTRICT

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### SAMPLE

#### School District Commitment

Candidate Name  
Address  
City, State Zip

Dear Candidate:

This will confirm our offer and your acceptance of the full-time, 12 month position as position for the Irvington Union Free School District, commencing Date. This position offer is tentative, contingent upon approval by the Board of Education and fingerprint clearance from the New York State Education Department. The following information summarizes our offer:

**Type of Appointment:**

**Tenure Area:**

**Location:**

**Effective Date:**

**Probationary Period:**

**Tenure Eligibility Date:**

**Salary:**

By signing this letter of intent, Education Law §3019 is hereby enforced, which requires you to provide the District with 30 days' notice, should you seek to terminate your employment with the District. This section entitles the District to hold you to the entire 30 days required by this law.

We shall present your appointment to the Board of Education for formal approval at its meeting of Date. Following this action, you will receive a copy of your probationary appointment notice. Please sign one copy of this letter and return it to me, confirming our agreement, pending formal Board of Education action.

We look forward to having you join our leadership team and I hope you will find working in our schools a very satisfying and rewarding experience.

Sincerely,

Dr. Kristopher Harrison  
Superintendent of Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IRVINGTON UNION FREE SCHOOL DISTRICT**

**Irvington UFSD  
Hiring Time Line**

Time line for hiring:			Position:		Leave or Probationary:	
Date Posted	Review Resumes	Conduct Screening Interviews	Conduct Committee Interviews	Demo Lessons	Recommendation to Superintendent	Board of Education Appointment Date
	Week of _____	Week of _____	Week of _____	Week of _____		

# IRVINGTON UNION FREE SCHOOL DISTRICT

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## CONFIDENTIALITY

**NOTHING IS MORE IMPORTANT THAN MAINTAINING THE CONFIDENTIALITY OF THE INTERVIEW PROCESS.** All interviewers must understand that the information that they receive must be kept strictly confidential.

- Interviewers should not discuss an applicant outside the framework of the hiring process with anyone, including family members and relatives.
- Revealing candidate information as well as reasons why a candidate was not offered employment could result in legal proceedings against the school district.
- If personal information about a candidate is disclosed to the public, and it is information that affects the person’s reputation in the field or in the community, then the person may be able to bring an action for defamation either against the individual interviewer who made the statements and/or the organization itself.
- If an interviewer states reasons why a candidate did not obtain the position, and those reasons prevent the candidate from obtaining employment elsewhere, then the candidate may have the right to request an administrative hearing (“name clearing hearing”) to present evidence to refute what was stated.

Maintaining confidentiality is a primary responsibility of persons who agree to serve as interviewers.

### Confidentiality Statement for Interview Committee Participants

I hereby agree that all information obtained and/or reviewed by me regarding any and all candidates for positions with the Irvington School District shall be kept strictly confidential, both to respect the rights of the candidates and the District.

I further understand that I may be removed from my position as an interviewer for the District if it is determined that I have disclosed any confidential information during the course of or following the interview process.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IRVINGTON UNION FREE SCHOOL DISTRICT**

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**Irvington Union Free School District  
Interview Committee Members**

Committee Chair:

School of Position Vacancy:

Date of Committee Interviews:

Members of the Committee

Name	Role

**IRVINGTON UNION FREE SCHOOL DISTRICT**

**SAMPLE**  
**COMMITTEE MEMBER INTERVIEW REPORT FORM**

_____	_____
CANDIDATE’S NAME	POSITION
_____	_____
INTERVIEW DATE/TIME	COMMITTEE MEMBER

**I. Committee Questions \***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Limited       Adequate       Strong       Outstanding

**Candidate’s closing question/statements:** \_\_\_\_\_

**Interviewer’s Summary**

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendation:** (Check one category)

- Outstanding Candidate (Strongly Recommended)
- Possible Candidate (Hold for Further Consideration)
- (No Further Consideration at this time)

\*The Chair, with input from the Committee, should develop between 10 and 15 questions. Using the above format, interviewers should consider each candidate’s responses to prepare for debrief of the candidate and next steps in the process.

**IRVINGTON UNION FREE SCHOOL DISTRICT**

**Committee Ratings**

**Position Being Hired For (1= First Choice):**

<b>Committee Members</b>	<b>Candidate Name</b>	<b>Candidate Name</b>	<b>Candidate Name</b>	<b>Candidate Name</b>
<b>Total</b>				

**Example Position: HS English**

<b>Committee Member</b>	<b>Donna House</b>	<b>Kim White</b>	<b>Jim Keene</b>	<b>Larry Easton</b>
John Doe	3	2	4	1
David Dunn	3	1	4	2
Susan Jones	3	1	4	2
Alex Light	3	1	4	2
Linda Pembroke	3	1	4	2
<b>Total</b>	<b>15</b>	<b>6</b>	<b>20</b>	<b>9</b>

**IRVINGTON UNION FREE SCHOOL DISTRICT**

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**Evaluation of Lesson Based on the Four Domains**

CANDIDATE'S NAME: \_\_\_\_\_

OBSERVER: \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_

DEMONSTRATION LESSON DATE: \_\_\_\_\_

**COMMENTS:**

Provide an overall rating for each Domain (using the context of a demonstration lesson) on a scale of 1 - 5; **1 being the lowest and 5 the highest**

\_\_\_\_\_ Domain 1 - Planning and Preparation  
Comments:

\_\_\_\_\_ Domain 2 – Classroom Environment  
Comments:

\_\_\_\_\_ Domain 3 - Instruction  
Comments:

\_\_\_\_\_ Domain 4 – Professional Responsibility.  
Comments:

IRVINGTON UNION FREE SCHOOL DISTRICT

PHONE REFERENCE CHECK - Certified

Candidate \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Reference Name \_\_\_\_\_

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

School/ District: \_\_\_\_\_

Phone # \_\_\_\_\_

Interview done by: \_\_\_\_\_

1. How do you know the candidate?
2. Please describe the candidate’s qualifications in the following areas:
  - a. ability to work with children
  - b. ability to work with colleagues
  - c. ability to implement appropriate teaching techniques
  - d. knowledge of curriculum ability to work with parents
3. What evidence of professional growth has the candidate demonstrated?
4. What are the candidate’s strengths?
5. In what areas does the candidate need to focus improvement?
6. To the best of your knowledge, has the candidate ever
  - Been denied tenure? \_\_\_\_\_
  - Been dismissed or resigned in lieu of being terminated? \_\_\_\_\_
  - Been charged with any offenses concerning the safety and/or welfare of children? \_\_\_\_\_
7. Would you hire this candidate if he/she were to apply to you again?

Other comments



**IRVINGTON UNION FREE SCHOOL DISTRICT**

**VERIFICATION OF PRIOR EXPERIENCE**

To: \_\_\_\_\_ Date: \_\_\_\_\_  
 Previous Employer

\_\_\_\_\_ Re: \_\_\_\_\_  
 Address Candidate

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 City State Zip Social Security Number

Attention: Human Resources Department:

The above referenced individual is being recommended to a professional staff position in the Irvington Union Free School District and claims service in your district. It would be appreciated if you would indicate below the subjects, time periods and whether or not tenure was conferred. Please fax or mail this sheet to my attention. Thank you for your cooperation and assistance.

Sincerely,

Dates of Service:

Type of Position:

Subject(s):

Was Tenure Conferred:  YES  NO

If Yes, Date of Tenure \_\_\_\_\_ Tenure Area: \_\_\_\_\_

I, THE UNDERSIGNED, HEREBY CERTIFY THE ABOVE INFORMATION TO BE CORRECT.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
 (Please print)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_