

Title: Procedure for Hiring Non-Licensed Staff

Control Information

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Revision History

Revision	Date	Revision Description	Originator
A		Initial Release	Mark Hazelton
B	08/20/09	Revision to add provision for hiring w/o ED	Anita Grunder
C	09/03/09	Revision to add in-house candidate section	Christine H. Horning
D		Numbering and format revision	Melissa Harris

1.1. Objective:

The objective of this procedure is the following:

1. Provide the steps for hiring non-licensed staff. Many steps can be done concurrently.
2. Define committee compositions.
3. Define ranking and decision-making votes.
4. Describe what to do if there is no Executive Director.

1.2. If there is no Executive Director:

If there is no Executive Director in place, then the ICP Board will assume the ED's responsibilities for hiring.

1.3. The Search Committee:

The search will be conducted by the Executive Director and any delegates desired by the Executive Director.

1.4. Job Posting Expectations:

Jobs not existing previously will be posted. Minimum posting to the parent community email list. Other listing places will be at the Executive Director's discretion.

Filling of existing jobs with current employees can be done without posting at the Executive Director's discretion.

1.5. The Hiring Committee:

The Hiring Committee is made up of the Executive Director and any delegates desired by the Executive Director.

1.6. Screening and Interview Determinations:

The Executive Director may conduct resume screenings or interviews alone or with any delegates desired.

The Executive Director may substitute an applicant's experience as a temporary worker in the position or an applicant's time as a volunteer in place of an interview. Observation by the Executive Director and/or Hiring Committee may be required.

Additionally, recent interview for a related position may be substituted for the interview for a new position within the non-teaching field of employment at MCCA. Application materials may still need to be submitted, depending on what materials on file are current (dated no more than two years prior). All substitutions for interviews must be approved by the Executive Director.

1.7. Consideration of In-House Candidates

When there is an internal candidate from within MCCA for an open position, our concern is to create the most equitable process possible given the fact that an in-house candidate is better known than a candidate who is applying from outside the community. Therefore, this section requires these additional steps be followed in addition to the regular process outlined in this procedure.

1. An internal candidate will complete each step of the hiring process as described in Section 1.6.
2. Writing a letter of recommendation for any candidate renders one ineligible to serve on either the Screening or the Hiring Committees.
3. When the Hiring Committee is in its confidential deliberation process, the qualifications of all candidates for the position with an internal candidate will be discussed with equal thoroughness, regardless of where they fall in the initial ranking produced by the Hiring Committee. (In other words, everyone gets a full hearing.)
4. A higher level of circumspection will be observed regarding all comments about the position and/or candidates at every level of the process, in both confidential and non-confidential forums, such as ICP Board meetings, Screening Committee sessions, and Hiring Committee deliberations. The goal is to avoid influencing the process and/or outcome through unintentional advocacy or, conversely, opposition to any particular candidate.

1.8. Procedure:

#	Step	Who	Detail
1.	Make the decision to hire	ICP Board	Review finance projections.
2.	Vote to initiate	ICP Board	An official vote should be recorded in the

	search		minutes.
3.	Review or create job description	ED	Job description should be reviewed and updated.
4.	Set schedule for activities	ED	
5.	Fill positions on hiring committee	ED	The executive director fills the committee.
6.	Conduct committee orientation	ED	10 minute meeting to discuss laws and method used for interviewing and confidential personnel files.
7.	Advertise	ED	Write advertisement and post throughout the parent community and other places as necessary.
8.	Correspond	ED	Answer questions from applicants. Send materials and instructions to applicants.
9.	Initial screening of applicants for qualification.	ED and/or Search Committee	Remove obviously unqualified applicants. Get copies of application materials to hiring committee.
10.	Notify candidates & setup interviews	ED	Coordinate with potluck date, if desired.
11.	Set up facilities for interviews	ED	A place for receiving applicants and a place for interviews and model lessons.
12.	Interview	ED and/or Hiring committee	Interview.
13.	Rank and decide	ED and/or Hiring committee	Rank the candidates.
14.	Make job offer	ED	This is fun, as the dream goes from nothing, to paper, to people!
15.	Notify all unsuccessful applicants	ED	
16.	Announce hire to the community	ED	
17.	Offer letter	ED	Offer letter should include salary, benefit

			package, schedule of days worked.
18.	Orient New Hire	ED	