

## Position Recruitment Request

**To assist Human Resources in helping you advertise a position, please complete Page 1 immediately. Page 2 is required within 5 business days of submitting Page 1. Please refer to Recruitment Procedure List for instructions.**

Position Title/Type \_\_\_\_\_

Hiring Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Location \_\_\_\_\_ Grade(s) \_\_\_\_\_

Recruitment to fill  Current position  New position FTE \_\_\_\_\_ (ie. 1.0, 0.5, etc.)

Vacancy as of \_\_\_\_\_

This position is  Permanent  Temporary, assignment start/end dates \_\_\_\_\_

HRA submitted  Yes # \_\_\_\_\_ Position Control # \_\_\_\_\_

Job description  Current  Needs update  Needs new

Job description reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Position requires  Certificate/credential \_\_\_\_\_

Special license \_\_\_\_\_

Recruitment  Promotional (internal) only  Open and promotional (internal and external)

Open date \_\_\_\_\_ Close date \_\_\_\_\_

Suggested Posting Venues (EdJoin/Indeed and Monster are automatic): \_\_\_\_\_

Screening/Interviewing Teams (Members may serve on subsequent teams):

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ Date and Time: \_\_\_\_\_

Screening-Criteria (Desired Skills-standards used for screening ranking):

Ability to learn and implement new skills:  
trainable

Education as stated on the job description

Education as appropriate for the position

Effective written communication skills

Experience relevant to the position

Minimum: \_\_\_\_\_

Experience working with children and/or  
with disabilities

Good customer service

Qualifications relevant to the position

Quality, tone and relevance of letter of intent

Quality, tone and relevance of **3 letters** of  
recommendation

Quality and tone of resume, especially as  
related to experience

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Request Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Department Approval \_\_\_\_\_ Date \_\_\_\_\_

# Position Recruitment Request

Sonoma County Office of Education

**This information is not needed to post the position. Please provide it within 5 business days:**

Selection process will include:

- (In addition to Screening)
- Interviews # \_\_\_\_\_
  - Skills/Performance test
  - Facilitate sample lesson plan
  - Writing exercise
  - Multiple choice test
  - Other \_\_\_\_\_

- Interview questions (1<sup>st</sup>/2<sup>nd</sup> submitted at least 5 days in advance)  Reviewed and submitted to HR
- Testing instructions (at least 5 days in advance)  Reviewed and submitted to HR
- Provide rubric and tests (at least 5 days in advance)  Reviewed and submitted to HR

Interview criteria (to be stated on the interview ranking sheet):

- Is collaborative/a team player
- Ability to manage time effectively
- Ability to prioritize tasks effectively
- Ability to follow directions and routines
- Ability to show compassion
- Ability to make independent decisions
- Effective verbal/written communication skills
- Experience working with children and/or with disabilities
- Efficiency
- Flexibility
- Leadership
- Patience
- Reliability
- Good customer service
- Other Experience \_\_\_\_\_
- Other \_\_\_\_\_

First interviewers 1 \_\_\_\_\_ 4 \_\_\_\_\_  
2 \_\_\_\_\_ 5 \_\_\_\_\_  
3 \_\_\_\_\_ 6 \_\_\_\_\_  
Date/Time \_\_\_\_\_ Interview length \_\_\_\_\_

Second interviewers 1 \_\_\_\_\_  
(If necessary) 2 \_\_\_\_\_  
3 \_\_\_\_\_  
Date/Time \_\_\_\_\_ Interview length \_\_\_\_\_

Request Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Department Approval \_\_\_\_\_ Date \_\_\_\_\_

HR Analyst Review \_\_\_\_\_ Date \_\_\_\_\_