

## 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 \_\_\_\_\_

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

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

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

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

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

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

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

Position requires  Certificate/credential/special license \_\_\_\_\_  preferred

required

Other (i.e. Bilingual, etc.) \_\_\_\_\_  preferred

required

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

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

Suggested Posting Venues (EdJoin is automatic): \_\_\_\_\_

Screening/Interviewing Teams (Members serving on subsequent teams is discouraged):

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

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

2. \_\_\_\_\_

Date and Time: \_\_\_\_\_

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

Qualifications & Experience relevant to the position. Min. yrs of experience? \_\_\_\_\_

preferred  required

Quality and tone of resume, especially as related to experience & education

Quality, tone and relevance of **3 letters** of recommendation (indicate below if less than three letters is acceptable)

\_\_\_\_ Two letters      \_\_\_\_ One letter

Quality, tone and relevance of letter of intent

Experience working with children and/or with disabilities

Other \_\_\_\_\_

Other \_\_\_\_\_

## Position Recruitment Request

Sonoma County Office of Education

Page 2

**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, Testing instructions, and Rubric and tests (Submitted at least 5 days in advance)

Interview criteria (Choose up 6 to be stated on the interview ranking sheet):

- Is collaborative/a team player
- Ability to manage time & prioritize tasks
- Ability to follow directions and routines
- Shows compassion & understands different abilities
- Effective verbal communication skills
- Problem-Solving skills/Diplomacy
- Flexibility & Patience
- Leadership & Independent decision making
- Reliability
- Professional Demeanor/Attitude
- Other \_\_\_\_\_

**Interviewing Teams (Members serving on subsequent teams is discouraged)**

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 \_\_\_\_\_