

SONOMA COUNTY OFFICE OF EDUCATION

RECRUITMENT & INTERVIEW PREP PROCEDURES

TO INITIATE A POSTING:

1. Initiate a recruitment HRA
 - HRA type is Pos Vac (Position Vacancy) with Recruitment or by choosing “Y” to recruit on existing HRA*
 - *NOTE: RECRUITMENT CANNOT BE POSTED UNTIL HRA CLEARS**
2. Review current job description
<http://scoe.org/pub/htdocs/humanresources-documents.html>
 - **IF** revision is needed:
 - **Changes should be noted on the word document by using the track changes feature-Contact Susie Truelove or Stephanie Sarris, in HR for a Word version of the document**
 - Submit the revised job description with red-lined suggestions to HR for approval
 - Classified job descriptions revisions must also receive Personnel Commission Approval (Personnel Commission meets monthly)
3. Identify 5-7 attributes and/or skills that a successful candidate would possess (templates are available)
 - These defined priorities create the rating categories that will be used for the screening and interview process. Select criteria for on-line screening and interviews. Refer to the form for ideas.
4. Complete Position Recruitment Request
 - HR holds templates for certain, common postings. If not a common posting, proceed below
 - Retrieve from the Google Team Drive for [SCOE Admin. Support Collaborative](#)
 - Complete Page 1
 - Interview details and information on Page 2 may be completed within 5 business days of submitting the form to HR
5. Submit to Certificated or Classified HR Analyst
6. Complete Page 2 of the Position Request Form within 5 business days
7. Steps for Ensuring a Good Selection Process
 - A. Application Screening and Interviewing
 - Communicate the attributes and skills that the position requires to the screening and interview panel
 - The EdJoin online system will be utilized for scoring by the screening panel

- The screening panel will have online access to job applications after closing date of the job recruitment, for a limited time
- Screening rating categories can be customized (templates are available in HR for common postings)
- Online scoring parameters:

1-Does not meet minimum qualifications 2-Minimal qualifications 3-Satisfactory 4-Well Qualified 5-Highly Qualified
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- Applicant minimum qualification parameters:

Classified	Certificated
Candidates must receive 70% of possible points to receive a “Y” for Yes, to be interviewed	Assign points and indicate “Y” for Yes, to interview on the screening.

*Please allow 5 days from close of screening to the oral interview date

B. Interview Preparation

Questions:

- Interview questions are submitted to HR 5 days prior to first interview
- **Choose questions that relate to the rating scoring sheet categories**
- HR has sample questions available for most job classifications
- HR Director or designee will approve interview materials prior to interview

Tests:

- Testing instructions and the rubric for scoring the tests must be given to HR at least 5 days in advance of the interview (and needs to be indicated on the Position Recruitment Request form)
- Human Resource Services Director or designee will need to approve testing materials prior to the interview

C. The Interview Process

- May include any combination of written, oral and/or performance exercises
- Requested exercises must be stated on Page 2 the Position Recruitment Request Form
- Department creates the examination materials in concert with HR
- Any form of examination/exercise must have clear criteria for successful performance and be provided to HR prior to interview
- Demonstration of skills and/or ability test must have an answer key and be provided to HR 5 days prior to the interview