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:
     o 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
     o Submit the revised job description with red-lined suggestions to HR for approval
     o 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:

<table>
<thead>
<tr>
<th>1</th>
<th>Does not meet minimum qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Minimal qualifications</td>
</tr>
<tr>
<td>3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>4</td>
<td>Well Qualified</td>
</tr>
<tr>
<td>5</td>
<td>Highly Qualified</td>
</tr>
</tbody>
</table>

• Applicant minimum qualification parameters:

<table>
<thead>
<tr>
<th>Classified</th>
<th>Certificated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates must receive 70% of possible points to receive a “Y” for Yes, to be interviewed</td>
<td>Assign points and indicate “Y” for Yes, to interview on the screening.</td>
</tr>
</tbody>
</table>

*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