

Policy Title: RECRUITMENT, SELECTION, AND EMPLOYMENT – CERTIFICATED AND CLASSIFIED PERSONNEL	Policy No.	No. of Pages
	EMP01	3
	Eff. Date	Rev. Date
	1/9/2014	

- I. **PURPOSE:** Quality education is the basic aim of the Corporation. The most important element in attaining that aim is the employment of qualified employees. It shall be the primary responsibility of the Corporation and the Schools to develop a program of recruitment and selection to attract and retain the best qualified people and as an equal opportunity employer.
- II. **POLICY:** The Corporation, under Local School Board direction, is the Employer.
 - 1. Prior to formal action of employment, a prospective staff member shall present necessary documents which establish eligibility and qualifications to work.

The Principal is responsible for examining the documents presented by the prospective employee and determining that the documents are genuine, that they relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a nonimmigrant alien with authorization to work. This responsibility may be delegated to and executed by the Corporation Human Resources Manager on behalf of the Principal.

Any misrepresentation or willful omissions of fact shall be sufficient cause for disqualification of the employment application or termination of employment.

2. Recruitment of Personnel

Recruitment of School principals and Vice principals will be conducted by the Corporation. Minimum outreach will include email dissemination to other charter and DOE Schools (providing email access exists); newspaper publication; charter Schools administrative office; on-line sources as determined by the Corporation.

Recruitment of certificated/licensed staff will be conducted by the School in coordination with the Corporation. Minimum outreach will include posting in all corporate Schools; other local DOE Schools; newspaper publication when considered appropriate; on-line sources as determined by the School and/or Corporation. When a significant number of positions are under recruitment at the same time, consideration will be given to conducting additional outreach efforts such as career fairs. Should it be determined that out-of-state recruitment travel is necessary, such recruitment will be coordinated with and approved by the Corporation.

Recruitment of classified positions will be conducted by the School in coordination with the

Corporation with outreach as determined by the Principal.

3. Application and Interview Procedures:

All candidates shall submit a current resume and/or application which shall include a reference check release form.

Applicants for certificated/licensed positions shall also submit a copy of college transcripts and license/certification from Hawaii and/or another state(s).

Applications are considered privileged and private information to be used for employment consideration. Such documentation is not releasable to employees who are not involved in the screening and employment process.

The Principal and Vice Principals, and/or Corporation Human Resource Manager, shall screen applicant qualifications and identify those candidates who are considered best qualified and recommended for interview.

Interview procedures and any test or examination material will be administered equally to all interviewed candidates. Staff involved in the interview process must agree and commit to not disclose applicant information.

Principals are encouraged to obtain review by the Corporation Human Resource Manager of interview questions to assure legal compliance and relevance.

4. Reference Screening:

Prior to extending a job offer, or confirming a conditional offer, a comprehensive reference inquiry will be conducted. The inquiry should be conducted by a trained administrator at the School or the Corporation. A minimum of three (3) references shall be obtained and preferably shall be conducted verbally. A minimum verbal inquiry must be made of the most recent employer even when a written reference is available. Written notes of the inquiry (when, who, what) will be part of the recruitment record.

5. Background Check and Fingerprinting:

Prior to employment of any certificated or classified applicant or volunteer, the School shall require the applicant to complete a disclosure form concerning criminal convictions and/or child abuse.

The disclosure shall be made in writing and signed by the applicant (employee or volunteer) and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

Each prospective new certificated and classified staff member shall be advised that he/she, as a condition of his/her employment, shall be subject to a fingerprint background check.

A volunteer with unsupervised access on a regular basis with children shall be advised that he/she shall be subject to a background check.

A suspense system will be established at the Schools or the Corporation to assure follow through on a pending background check.

Prospective new employees may be employed on a conditional basis pending the outcome of the background check. If the background check reveals evidence of disqualifying convictions the candidate will not be recommended for hire, or if temporarily employed, will be terminated immediately.

6. Credit History Checks:

Credit history checks, when appropriate, may only be initiated after an employee has received a conditional offer of employment, which may be withdrawn if information in the credit history or credit report is directly related to a bona fide occupational qualification.