

1636 HIRING PRACTICE

Regulation 1636 – Glassboro Public School District believes that hiring qualified individuals to fill positions contributes to the overall success of district. Each employee is hired to make significant contributions to the students and community of the Borough of Glassboro. In hiring the most qualified candidates for the position, the following process should be followed.

A. Employment Requisition

1. Employment Requisitions must be completed utilizing the district approved online hiring platform. The requisition will initiate the request to advertise for any available position at GPSD. Only Board approved job positions utilizing job titles approved by NJDOE are to be advertised. Requisitions must be initiated by the building Principal or Administrator, reviewed by Human Resources, and then forwarded to the Superintendent for advertising approval.
2. Personnel requisitions should indicate but are not limited to the following:
 - (a) Position Title
 - (b) Position Months and daily hours.
 - (c) Reason for the opening.
 - (d) Budget Information
 - (e) Essential job functions and qualifications (using job description template).
 - (f) Any special recruitment advertising instructions.

B. Job Postings

1. Upon Superintendent approval to advertise a requested job opening, the Human Resources Generalist will create job posting and assign a vacancy number. The job posting will briefly describe the job details and communicate GPSD's mission. All job openings will be posted concurrently on GPSD's website and any externally appropriate sources for the position being filled. All postings will comply with the guidance set forth in the associated bargain unit.

C. Internal Applicants



1. Current employees are encouraged to apply for internal job openings. Successfully qualified interested applicants will be granted an interview. The Superintendent or designee is responsible for the recommendation of Internal applicants. Internal applicants who are not selected will be notified by the Hiring Manager.

D. Reference Checks

1. Reference Checks are automatically initiated upon completion of an external applicant application. Applicant references receive requests via e-mail. Reference checks are based on the applicant's job application category of certified or non-certified. A minimum of three professional references are required from each external candidate. It is not recommended that hiring managers call, contact, or conduct their own references prior to receiving back verification of system-initiated reference checks. Reference from "friends" or "family members" are not to be considered professional references.

E. Interview Process

1. The HR Generalist and the Hiring manager will screen applicants and resumes prior to scheduling interviews. The hiring manager may, if needed utilize a hiring committee. Hiring committees are typically comprised of individuals selected by the hiring manager who have working knowledge of the main functions of the job.

F. Assessment of Skills

1. Applicants selected to move forward in the hiring process after the interview process are now considered candidates for employment. Participation in an assessment to evaluate their skills are as follows:
 - (1) Administrative Candidates:
 - (a) Administrator candidates consists of position which utilize a School Leader endorsement of certified staff. Assessments consist of a written assignment, or a Power Point presentation as assigned by the hiring manager.
 - (2) Clerical Candidates



(a) Clerical candidates consist of positions which spend 60% or more their day utilizing a computer or general office equipment. Assessments consist of three components: following instructions, grammar and proofreading or writing, and an online skill evaluation independent of any duty specific software. This allows for an objectively independent assessment on internal and external candidate skill levels. All candidates will complete the same assessment; however, the assessment will vary based on job position. The assessment will be given at the Board Office under supervision.

(3) Teaching and Educational Services Candidates

(a) Teacher and Educational Services candidates consist of positions which utilize an endorsement issued by the New Jersey Department of Education. Candidates eligible for teaching or educational service positions, are only permitted to work within the specific job title which identifies their endorsement type. (N.J.A.C. 6A:9B) Assessments consist of creating and presenting a mock teaching lesson as assigned by the hiring administrator.

G. Job Offers

1. Upon completing the interview process, the hiring manager will forward to the Superintendent a candidate selection comprised of those most qualified applicants for the position. Should the candidate accept the conditional offer of employment, they are presented with a letter of intent to employ, and information on how to complete the Criminal History Review Process

H. Committee and Board Approval

1. At the recommendation of the Superintendent, the most qualified candidate selected who has returned a signed conditional offer of employment, will be presented to the Personnel Committee. The candidate presentation will consist of a review of job requirements vs. the candidate's job skills as reflected on their resume and in any assessment of skills, and, if applicable, confirmation of educational accomplishments with a valid school leader, and educational services and/or teaching endorsements. If successfully approved by the Personnel



Committee, the candidate is recommended for final board approval at the next scheduled meeting.

I. Employment Contract

1. Within 24 hours of board approval for hiring, the new employee will receive an employment contract. The employee will return their date and signed employment contract within five business days to the Superintendent's Office.

