



## **HIRING PROCEDURE (HUM-P002)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for filling a vacant position.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1. Human Resources Staff

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Human Resources Officer

### **4.0 DEFINITIONS:**

- 4.1 None.

### **5.0 PROCEDURE:**

- 5.1 Supervisors/Principals submit request (Vacancy Notification Form, HUM-F002) to the Human Resources (HR) Department to fill vacant position.
- 5.2 HR staff verifies validity of vacancy and HR Director or designee signs form authorizing the posting (both hard copy and electronically) of said position.
- 5.3 Any school system employee desiring a transfer receives priority consideration and a list of transfers, when applicable, is forwarded from the HR Department to the Supervisor/Principal for an interview.
- 5.4 Supervisor/Principal makes a recommendation to the HR Director if a transfer candidate is selected.
- 5.5 If a candidate is not selected, the Request For Transfer Form (HUM-F004 or F005) is completed and returned to the HR Department and additional applicants from the qualified pool are requested for interviewing.
- 5.6 Supervisor/Principal interviews candidates and makes a recommendation to the HR Director.
  - 5.6.1 Supervisor/Principal is also notified in writing of the rejection and a second recommendation is made to the HR Director.
- 5.7 Supervisors/Principals complete Contact Report (HUM-F006) after interviewing new applicant and attaches to the Recommendation For Employment (HUM-F003).
- 5.8 HR Director or designee reviews the recommendation and if determined unacceptable, the applicant is notified in writing of the rejection.
- 5.9 HR Director or designee reviews recommendation and signs form to authorize hiring the employee.
- 5.10 HR Director or designee verbally offers candidate employment.



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5.10.1 Acceptance Letter is mailed to certified candidate notifying applicant of employment offer (ref. CER-F011).

5.11 HR staff schedules in processing (ref. HUM-P003).

5.12 Certified candidate desiring to accept offer of employment must submit intentions in writing within 14 working days.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Notification of Vacancy (HUM-F002)

6.2 Posting

6.3 Recommendation For Employment (HUM-F003)

6.4 Request For Transfer – Professional Personnel ([HUM-F004](#))

6.5 Request For Transfer – Support Staff Personnel ([HUM-F005](#))

6.6 Contact Report (HUM-F006)

6.7 New Hire In-Processing ([HUM-P003](#))

6.8 Acceptance Letter (CER-F011)

### **7.0 RECORD RETENTION TABLE:**

| <u>Identification</u>  | <u>Storage</u>            | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|--|---------------------------|------------------|--------------------|-------------------|
| Recommendation form, Request for Transfer forms, Contact Report and letter | Human Resources file room | Indefinitely     | N/A                | Secured Building  |

### **8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>   |
|--------------|-------------|---|
| 2/10/03      |             | Initial Release   |
| 3/17/03      | A           | Change 14 days to ten work days in 5.12, revise flowchart   |
| 4/12/07      | B           | Clarify when only certified personnel is involved, add new 5.6.1, previous 5.6.1 is 5.7, renumber, change ten working days to 14 working days in 5.12, revise flowchart |

### **9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

**\*\*\* End of procedure \*\*\***

# Hiring Flowchart

