

## **RULE VI**

### **SCREENING AND SELECTION**

#### Section 6.1 SCREENING PROCESS

- A. The screening process shall normally consist of these multiple parts depending upon the nature of the vacancy:
1. Written application.
  2. An evaluation of the applicant's training and experience by a technical screening committee or person.
  3. Oral interview by panel.
  4. Demonstration of skill proficiency as identified in the job announcement bulletin.
  5. Other tests of fitness determined appropriate by the Personnel Director and as identified in the job announcement bulletin.

#### Section 6.2 WRITTEN EXAMINATIONS

- A. The written examination for a class may cover any subject matter, job related to the duties of position within the class including testing of skills, knowledge and abilities.
- B. The Personnel Director shall determine the passing score and assign relative weight percentage scores.

#### Section 6.3 APPLICATION REVIEWS AND ORAL INTERVIEW

- A. Most interview panels shall include at least three members.
- B. Personnel who assist in screening candidates should be thoroughly familiar with the job description and total selection process; sensitive to personnel rights and district liability in the hiring process; and proficient in some or all of the skill area(s) involved in the job vacancy.
- C. Using only the qualification criteria on the job description, each technical screening committee member(s) will:
- Review all applications, excluding those which do not meet minimum qualifications. Select the best qualified candidates.
  - Initial and date the appropriate screening form.
  - If no candidates meet qualification levels, the vacancy will be re-advertised.

- D. Candidate interview(s) will revolve around the preplanned questions to assure only job-related inquiries.

All oral interview panel members will rate each candidate independently during the interview(s) and will complete the appropriate form independently.

The committee chairperson may note arithmetic averages of scores on each rating sheet, after the evaluators have “signed off.”

The Peripheral Evaluations section will not be given primary selection status but may be used to upgrade candidate status when “scores” are close or tied.

Thorough background inquiry is the responsibility of screening/ interview committee chair or Personnel Director.

If more than one series of interviews is held, the process will remain similar except that a more intense series of preplanned questions may be developed for the second interview.

If a second interview is planned, the oral interview panel will normally reduce the number of candidates for the next interview.

The chairperson of the committee will certify the two candidates in ranked order on the Hiring Process Checklist.

- E. When the oral interview panel has selected the top two candidates, their applications will be presented to the Superintendent or designee for approval or disapproval. The approved documents, the Superintendent’s appointment letter, and the Hiring Process Checklist will then be processed by the Classified Personnel Director.
- F. All applicants will be notified of the outcome.

#### Section 6.4 PROMOTIONAL APPOINTMENTS

Where an adequate field of competition exists within the Humboldt County Office of Education and the posting of the position can reasonably be expected to result in a qualified candidate, the field of competition shall be limited to promotional applicants only.

Section 6.5 OPEN VS. PROMOTIONAL LIST PREFERENCE

- A. Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Personnel Director may advertise the examination among employees and the general public.
- B. Applicants shall be considered as a single group in the screening process.
- C. When a current employee is deemed to be as qualified as an open field candidate, the current employee shall be promoted into the vacant position.

Section 6.6 INSPECTION OF EXAMINATION RECORDS

- A. Examination records, including examination answer sheets, and the rating sheets of each member of an oral interview panel shall be retained for a period of at least one year after establishment of an eligibility list.
- B. Examination records shall be available only to the candidate or his/her representative and shall be restricted to papers and scores of the candidate. Such candidate or his/her representative may not review the examination records of any other person or confidential records from previous employers.

(Education Code Sections 45272, 45273, 45274, 45275, 45281, 45282, 45292, 45293)

Personnel Commission Approved  
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