

# University High School Hiring Procedures

## Screening/Interview Process

### Posting and Application phase

1. Approval is obtained by the principal from the superintendent to post position.
2. Position is posted by the principal's assistant in appropriate publications and websites.
3. Each department is to develop an “ideal candidate” description to guide the screening process. After application materials have been collected, the screening team meets to screen the applicant pool. The screening team shall consist of:
  - Department chair
  - Principal or Assistant Principal
  - Minimum one member of the department - all department members will have the opportunity to give input on the candidate pool.
4. The purpose of the screening team is narrow the applicant pool to 5-8 candidates who should be contacted for an initial interview.
5. The candidate is contacted by the principal's designee for an interview with the interview team.
6. A letter is generated to candidates that were not selected to advance, and a letter to those being invited for an interview. The interview process will be communicated in the letter;
  - Initial interview with interview team including tour of UHS
  - *If selected* a finalist interview with the Administrative team and Dept. Chair
  - A meeting with the Lab school superintendent

### **Initial interview phase**

The initial interview team will consist of:

- Dept. Chair
- Principal or Assistant Principal
- Activities Director
- Minimum one dept member

### **Responsibilities of the Interview Team**

- The purpose of the interview team is to present the three top candidates to the principal for a final interview.
- A standard set of questions will be asked to the candidate with all interview team members present, unless an avoidable conflict causes a member to be absent. A replacement will then be chosen.
- All members of the interview team are to review application materials prior to the interviews.
- The candidate will have the opportunity to tour the facility and to ask questions of the department without administration present.
- Candidates that come to the attention of the administration late in the process will be shared with the interview committee and arrangements will be made to conduct an initial interview.

### **Final interview phase**

- Once the 3 finalists have been selected, the principal or his designee will contact references of all the finalists. Any information that would cause concern is to be shared with the interview team, in which case another finalist may be selected
- The final interview of the 3 finalist will include the administrative team and the Dept. Chair. The candidate will also have the opportunity to discuss compensation issues with the Laboratory School Superintendent.
- After the final interview the principal will select the top candidate and seek final approval from the superintendent to offer the position.

### **Offering of the position**

- Upon approval of the superintendent the position will be officially offered to the candidate and the interview team as well as department will be given information regarding the status of the search.
- Other finalists will be informed of the results of the search after the top candidate has made a decision on the acceptance of the position.
- Should the recommended candidate not accept the position, the position will be offered to the next most qualified candidate as determined