




## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>PERSONNEL SELECTION PROCESS</b>	<b>Section</b>	Human Resources
	<b>Number</b>	3.63
	<b>Effective Date</b>	05-01-16
	<b>Revision Date</b>	07-01-16; 04-04-22
	<b>Revision No.</b>	2
	<b>Approval:</b>	

### 1.0. **PURPOSE:**

Provide selection criteria and employment processes for the recruitment and employment of highly qualified personnel for all professional and service personnel positions.

### 2.0 **APPLICABILITY:**

This Operational Procedure is applicable to the employment of all WV Schools of Diversion and Transition professional and service personnel positions.

### 3.0 **POLICY STATEMENT:**

Application of the WV Schools of Diversion and Transition Personnel Selection Process is essential to ensure that highly qualified applicants are selected as required by applicable provisions of state code and operational procedures developed by the West Virginia Department of Education (WVDE).

### 4.1 **DEFINITIONS:**

- 4.2 “Qualified” shall mean that an individual possesses the knowledge, skills, and abilities to successfully: (1) perform the job requirements; (2) work within the special setting of a correctional, health or human service facility; and (3) work as part of an educational and rehabilitation team in concert with others. Additionally, the WVSDT uses a number of factors to determine whether an individual is the most highly qualified applicant for a position as required by applicable provisions of state code and operational procedures developed by the WVDE.
- 4.3 “WVSDT” shall mean the WV Schools of Diversion and Transition.
- 4.4 “Superintendent” shall mean the Superintendent of the WV Schools of Diversion and Transition.
- 4.5 “Assistant Superintendent” shall mean the Assistant Superintendent of the WVDE
- 4.6 “Deputy Superintendent” shall mean the Deputy Superintendent of the WVDE.
- 4.7 “State Superintendent” shall mean the State Superintendent of the WVDE.
- 4.8 “Position Announcement” shall mean a standard description of job duties, responsibilities and qualifications required in order to hold a specific position with the WV Schools of Diversion and Transition.
- 4.9 “K-12 Job Bank” shall mean the electronic job bank at <http://wvde.state.wv.us/jobs/>.
- 4.10 “West Virginia Department of Education website” shall mean the web page where all Schools of Diversion and Transition vacancies are posted. This web

address is <https://wvde.state.wv.us/wvsdt-vacancies/> .

- 4.11 “Work Force West Virginia” refers to the Regional Office of Workforce West Virginia.
- 4.12 “Personnel Action Form” shall mean the internal West Virginia Department of Education form required by the Office of Human Resources to process and hire a new employee.
- 4.13 “Personnel Request Form” shall mean the internal West Virginia Department of Education form required by the Office of Human Resources to post a position.

## **5.0 PROCEDURES:**

- 5.1 All matters relating to the recruitment, selection, and employment of personnel at the school level must be coordinated through the HR Manager.
- 5.2 Posting of Position Announcements
  - 5.2.1 The principal/immediate supervisor is responsible for notifying the HR Manager of any resignations via telephone or email within 24 hours of said resignation. A personnel action form shall follow with appropriate documentation within three business days of said resignation.
  - 5.2.2 The HR Manager shall collaborate with the principal/immediate supervisor and other pertinent coordinators in regards to creating and writing position announcements as appropriate. The Superintendent shall have final approval on all position announcements.
  - 5.2.3 Once the position announcement is written, a personnel request form shall be completed by the HR Manager.
    - 5.2.3.1 Personnel request forms for central office positions shall contain signatures from the Superintendent of WVSDT; Deputy Superintendent of the WVDE; and the Executive Director of Internal Operations. State Auditor approval is secured electronically through the Office of Human Resources.
    - 5.2.3.2 Personnel request forms for school/facility positions shall contain signatures from the Superintendent of WVSDT; Deputy Superintendent of the WVDE; and the Executive Director of Internal Operations. State Auditor approval is secured electronically through the Office of Human Resources.
  - 5.2.4 Once the Personnel Request Form is completed as stated in 5.2.4, position announcements for external postings shall be posted and sent to standard recruiting sources for a minimum of five (5) business days. Position announcements for internal postings shall be posted for a minimum of five (5) business days. The option to advertise internally must be approved by the Superintendent.
  - 5.2.5 The Office of Human Resources shall advertise position announcement via the West Virginia Department of Education’s website and other appropriate recruiting sources. All career and technical education positions will also be posted with Workforce West Virginia.
  - 5.2.6 All positions may be reopened if a candidate is not selected after the original posting period.
  - 5.2.7 Positions which are re-advertised may be left open until filled as needed. Prior to re- advertisement, the Superintendent may make

changes to the job description deemed necessary to recruit qualified candidates.

- 5.2.8 When a position announcement closes, the Office of Human Resources shall send all applications to the HR Manager or designee for screening.
- 5.2.9 At times it may be necessary for the WVDE to reclassify employees. In these rare cases, no advertisement may occur. A WV-11 shall be completed with all the required WVDE signatures.

### **5.3 Application Process:**

- 5.3.1 Applicants apply to the Office of Human Resources where the application is processed.
- 5.3.2 Once the position announcement closes, the applications are sent to the HR Manager or designee for review and screening.

### **5.4 Applicant Screening Process:**

- 5.4.1 The HR Manager or designee shall screen all applicants on the basis of the job requirements listed in the position announcement. Applicants who meet the minimum criteria are considered and the top three (3) candidates as determined by the hiring matrix may be interviewed. Additional qualified candidates may be interviewed at the committee's discretion.
- 5.4.2 At the Superintendent's discretion, a position can be re-advertised in order to attract additional qualified applicants. The Superintendent or designee shall notify the Office of Human Resources if a reposting is necessary.
- 5.4.3 Applicants who meet the specified criteria in the position announcement may be granted an interview.
- 5.4.4 It is not a requirement that every applicant who meets the minimum qualifications must be granted an interview. The Superintendent, principal/immediate supervisor, and interview committee shall each have the authority to interview qualified job applicants at their discretion.
- 5.4.5 Applicants who do not meet the specified criteria in the position announcement will not be granted an interview. All disqualified applicants will be notified in writing.
- 5.4.6 There may be cases where candidates who meet the required criteria may not be granted an interview. The reasons for this may include, but are not limited to, previous termination, unexplained gaps in employment, previous disciplinary action, and unsatisfactory reports from the Office of Certification or Legal Services.

### **5.5 Interview Process:**

- 5.5.1 All selected applicants shall be interviewed by a committee of no less than three persons.
  - 5.5.1.1 Interviews for positions at the Central Office shall be scheduled by the Superintendent or his/her designee.
  - 5.5.1.2 Interviews for positions at WVSDT schools/facilities shall be scheduled by the principal/immediate supervisor.
- 5.5.2 The committee shall be chaired by the school principal/immediate supervisor for field positions and the Superintendent or his/her designee for central office and principals/lead teacher positions. The chairperson is responsible for setting up the interview schedule, securing all necessary interview paperwork, checking references and maintaining security and confidentiality of all interview materials and

- paperwork.
- 5.5.3 Each interview committee shall develop interview questions jointly.
  - 5.5.4 Each interview committee shall use the standardized forms provided by the HR Manager.
  - 5.5.5 Upon completion of the interview, the matrices shall be scored and the committee shall recommend the most qualified applicant for the position or recommend that the position be reposted in the absence of a qualified applicant. The chairperson shall make said recommendation to the Superintendent.
  - 5.5.6 The Superintendent of WVSDT or State Superintendent may approve the recommendation or require additional documentation from the committee chairperson.
  - 5.5.7 If the recommendation is approved, the Superintendent of WVSDT or State Superintendent will instruct the committee chairperson in regards to notification of the recommended applicant.
  - 5.5.8 Remaining applicants not recommended for employment shall be notified in writing.

## **5.6 Employment Process:**

- 5.6.1 The principal/immediate supervisor shall be responsible for securing all interview documentation for new school employees post-interview. The HR Manager shall be responsible for drafting the Personnel Action Forms and securing all interview documentation for new central office employees post-interview.
- 5.6.2 Selected applicants shall submit to a criminal background check and shall complete a Criminal Identification Bureau card and submit their fingerprints either on paper or online through the third-party company approved by the WVDE.
- 5.6.3 The HR Manager is responsible for securing the necessary signatures on the personnel action form.
  - 5.6.3.1 Personnel request forms for central office positions shall contain signatures from the Superintendent of WVSDT; Deputy Superintendent of the WVDE; and the Executive Director of Internal Operations. State Auditor approval is secured electronically through the Office of Human Resources.
  - 5.6.3.2 Personnel request forms for school/facility positions shall contain signatures from the Superintendent of WVSDT; Deputy Superintendent of the WVDE; and the Executive Director of Internal Operations. State Auditor approval is secured electronically through the Office of Human Resources.
- 5.6.4 Once the Personnel Action Form is approved as described in 5.6.4, a start date is assigned by the State Auditor. The actual start date of the employee may be after the assigned start date, but it shall not be before the start date assigned by the State Auditor.
- 5.6.5 The Superintendent shall notify the approved applicant in writing.
- 5.6.6 The HR Manager shall work with the principal/immediate supervisor to ensure that required employment paperwork is completed on the first day of employment.