

PATERSON PUBLIC SCHOOLS

Human Resource Services

STANDARD OPERATING PROCEDURE

Subject: Hiring Employee Procedures

Approved by: Dr. Donnie Evans

Effective Date: October 12, 2012

I. Purpose:

The purpose is to establish District Guidelines for the proper use in the Paterson Public School District.

II. Authority:

The State District Superintendent

III. Terms and Conditions:

Procedures for New Hires:

- a. A vacancy exists.
- b. Posting request is submitted electronically and approved by the Personnel Review Committee before vacancy is posted.
- c. Posting/job opportunity is generated by the Human Resource Services and posted on the Applitrack system for ten (10) consecutive days.
- d. Applications for the specific position are completed through the applitrack system.
- e. Upon the deadline, applications are reviewed by the school administrator(s) and or the department administrator that has a vacancy.
- f. A team interview is conducted and a recommendation made to hire.
- g. A Personnel Transaction Form is completed and signed by:
 - ❖ Building Principal/Administrator
 - ❖ Assistant Superintendent
 - ❖ Business Administrator, Deputy, Superintendent, Personnel Director, Subject area Directors and/or Supervisors
- h. The Interview Data Sheet, Interview questions and a copy of credentials is attached to the Personnel Transaction Form.
- i. The Personnel Transaction Form is sent to the Department of Human Resource Services, where the Personnel Transaction Form, resume and certification (if applicable) are reviewed by the Supervisor of Staffing and the Supervisor of Human Resource Services, and manually logged.
- j. The Personnel Transaction Form is then forwarded to the Position Control/Business Administrator for approval of the position control number, funds and position.
- k. The Director of Human Resource Services approves the Personnel Transaction Form.
- l. The Deputy/Superintendent approves the Personnel Transaction Form.
- m. The candidate is then called in by Human Resource Services to begin completing paperwork for hire.

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- n. Paperwork is reviewed for all appropriate materials necessary for hiring. For Alternate Route and Emergency candidates, additional paperwork is completed (i.e. application, expedite, etc.)
 - o. The Personnel Transaction Form is keyed into the system and becomes permanent record in the system.
 - p. The candidate signs a contract and enrolls with Health Benefits and Pension.
 - q. The Personnel Transaction Form is reported to the Board of Education in the Personnel section of the packet.
- IV. Reporting Procedures:**
- a. Once a contract is signed, a congratulatory letter is given to the employee and copied to the Building Administrator and/or Assistant Superintendent.
- V. Dissemination:**
- All Supervisory and Administrative employees of the Paterson Public School District.