



PO Box 40400
1010 E. 10th Street
Tucson, AZ 85719

Human Resources Department

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd.k12.az.us

The Hiring Process

The **process** you use to hire a TUSD employee is critical. It is designed to ensure fairness and equity in employment. Enclosed you will find several forms that are used to document this hiring process. Proper use of these forms is essential. If you have any questions about the process you should use or the manner in which these forms should be completed, please contact Human Resources.

1. **The Human Resources Packet:** Once a position for which you have advertised is closed, the Human Resources Department will gather the application and any supporting documents for each candidate. HR will conduct an initial screening and forward to you only the applications which demonstrate the candidate meets the minimum qualifications for the position. For certain positions, depending on the bargaining unit, there may be some individuals who must be interviewed. HR will give you that information as well. Included in your packet will be the following forms:

Interview Panel Recommendations: This form must be submitted to HR and, for **administrative positions only**, to the Superintendent for approval **prior** to the interviews. As you consider who should be on the panel you must begin with considering the position and with whom this individual will be interacting. A representative from each of these groups is important. Additionally, it is imperative that the panel be ethnically diverse to the extent possible, as well as diverse in its gender distribution.

Confidentiality Agreements: The Committee/Panel Confidentiality Agreement must be completed by ALL panel members and can be signed by all in this one form provided. The Candidate Confidentiality Agreement must be completed by each applicant and it is required that you duplicate this form, one form for each applicant.

Panel Member Assessment: This is a form that must be modified to be specific to the position you are filling (Position/Date). You will need to copy this form for each panel member. On this form panel members will indicate their level of support for each candidate and make notes regarding the strengths or weaknesses of the candidate. You will need to instruct the panel members prior to the start of the interviews regarding the use of this form.

Employment Reference/Background Check Form: Reference checks must be completed prior to the hiring of any individual – whether internal or external candidates. This form must be completed to document the references. If you are using reference checking to screen applicants, you must check all applicants. If not used for screening, you may check only the references for the individual you are recommending for hire.

Summary of Applicants: This is a form that must be modified (Position/Date). You will list the applicants and indicated the number of panel members that enthusiastically supported, supported or did not support each candidate. You will also need to summarize the panel discussion that follows the interviews detailing the strengths and weaknesses of each candidate.

Site Council Recommendation: (Additional Form for Site Administrator Hiring). This form is used to document the signatures of all panel members supporting the recommendation of the candidates listed.

Notice of Nondiscrimination

Tucson Unified School District does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in admission or access to, or treatment or employment in its educational programs or activities.



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2. Assessments: If you decide to use additional assessments for either a secondary screening or to inform the hiring decision, the assessment must be approved by Human Resources. HR will be reviewing the assessment to ensure that it is job related and equitable. Additionally, we will want to make sure that the scoring criteria are objective and pre-determined. Applicants should be informed of the assessment requirement.
3. The interview panel: You must complete the Interview Panel Recommendations as stated above and get the necessary approvals. The same interview panel must be used for all applicants for the position you are filling. If an applicant is going to be out of town you may attempt to schedule a telephonic interview. Ask the panel members to arrive a few minutes early so you can review the job description and give instructions regarding the use of the assessment summary sheet. Ask the panel members to not discuss the applicants in between the interviews and remind them that they are to make their own judgment regarding whether to support or not support the candidate. After all of the interviews and after all panel members have made their decisions, you should facilitate a discussion regarding the strengths and weaknesses of each candidate. You then must complete the Summary of Applicants form as stated above.
4. Background Checks: Once a candidate is selected, you must complete the required reference checks and background checks and document this on the Employment Reference/Background Check Form as stated above.
5. Return the entire packet to Human Resources. All documents that you were given by Human Resources must be returned to Human Resources along with the complete HR packet along with the completed Recruitment Action Form (RAF). If this is an administrative position, it must go to the governing board for approval prior to the employee's start date. If it is not an administrative position, the employee may start as soon as he/she has completed the orientation process through Human Resources.

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