

APPENDIX IV – 19

Hiring Packet Cover Letter

Sent By: Robertson033975

Sent To: User - Campbell400361

Sent On: 1/13/2016 1:57pm CT

Not completed

For Job ID: **1463 - Update Application at Human Resources**

Human Resources Department

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

Telephone: (520) 225-6035
Fax: (520) 798-8683
www.tusd1.org

To: Principal/Site Administrator
From: HR Employment Services
Re: Applicants for Tucson Unified School District Position Vacancies

Attached are the documents needed to assist you in interviewing and making a hiring recommendation for your vacant position. Below are guidelines for your process as found in all Tucson Unified School District Employment agreements.

You will receive all applicants that meet the basic minimum requirements for the vacancy. All referred applicants have been notified that their application has been referred to your site for further consideration.

If your applicant pool is large and further screening is required in order to have a reasonably-sized pool, you may further screen the applications based upon advertised or preferred requirements or by criteria approved by Human Resources. **Upon the request of an applicant who was not asked to interview, Human Resources must provide to that individual the justification for the applicant's exclusion from the interview process**, therefore; you must place each applicant into the appropriate pipeline stage and enter any relevant notes to explain your screening and interview process.

Examples of approved criteria:

- * Experience in same job classification
- * Education experience
- * Equipment experience
- * TUSD experience
- *

Other desired criteria must be approved by Human Resources

You will receive a separate email containing forms to be used during the Interview process. Interview questions must be job-related (refer to official classification description) and pre-approved by Human Resources.

Pursuant to all agreements for Tucson Unified School District employees, a committee of at least three (3) persons including (see below), shall interview candidates selected for referral:

- * One (1) employee selected from an Association generated list;
- * The immediate supervisor (Chairperson);
- * A gender and ethnically diversified committee.

In accordance with the Unitary Status Plan (USP) section IV.D.1., the District shall ensure the interview committees for certificated vacancies include African American and/or Latino members. To minimize delays in hiring a certificated staff, the hiring administrator must submit the Interview Panel Recommendation form and she/he must comply with this USP requirement at time of hire.

Once a hiring decision is made, please place all referred applicants into the correct pipeline stage, send out email notifications, and submit/upload all required interview forms to Human Resources. Submit a new hire ePAR or current employee assignment ePAR in iVisions for any applicant Recommend for Hire.

Human Resources will not complete the hiring process unless all these materials are submitted. No selection process shall be considered complete until Human Resources has reviewed the process and validated your selection.

Hiring Packet Cover Letter

Sent By: Robertson033975

Sent To: User - Campbell400361

Sent On: 1/13/2016 1:57pm CT

Not completed

For Job ID: **1463 - Update Application at Human Resources**

Forms that are attach or sent via email:

- * **Applicants Interviewed Form** - Please print out a copy of this form and have the Interviewees fill out when they come for interviews. After interviews you will need to transfer the information into AppliTrack and submit the form.
- * **Interview Panel Recommendation Form** - Please use this form to list the ethnicity, gender, job of the interview panel members. After the form has been completed submit via AppliTrack. Please remember that your interview panels must have an African/American or Latino panel member per USP.
- * **Interview Panel Confidentiality Form** - Please use this form to have the panel members sign electronically via AppliTrack – once completed submit via AppliTrack.
- * **Interview Documents** (forms sent via email) Please upload the following documentation and submit via AppliTrack
- * **Screening documentation** used if site needs to further screen larger pools of qualified applicants
- * **Interview Question/Answer Sheets** all paperwork used during the interviews for all applicants that interview
- * **Candidate Confidentiality Form** all interviewed applicants must sign
- * **Reference Check** can use the paper form or the reference check feature in AppliTrack 3 references required for non-district hires 1 reference required for in-district hires It is highly suggested that you contact the current supervisor when possible as one of the references

Notice of Nondiscrimination

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational programs and services, and individuals with whom the Board does business.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to **EEO Compliance Officer, 1010 East 10th Street, Tucson, Arizona 85719, (520) 225-6444**, or to the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582.
Rev. 12/19/14rd