
ADVERTISED POSITION HIRING PROCESS (HRS-P001)
DCSS – Human Resource Services

1.0 SCOPE:

- 1.1 This procedure applies to all administrators of DCSS wishing to advertise to add or fill a position with the school system.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 HRS – Human Resource Services
- 4.3 BOE – Board of Education

5.0 PROCEDURE:

- 5.1 A Job Requisition (Form HRS-F001) is received from a director or administrator in the Dougherty County School System who has identified the need to add a new position or fill a position vacancy.
- 5.2 All job requisitions are required to be approved by the Executive Director of Business Services. If the approval is not granted, HR notifies the requestor and the process ends.
- 5.3 Prior to adding a new position or filling a vacancy, approval must be sought to advertise the position from the Executive Director of Business Services. If the approval is not granted, the requestor is notified and the process ends or a resolution is sought.
- 5.4 HRS will work with the requestor along with any other appropriate personnel to ensure that the requirements and qualifications for the position and the job description are adequately defined.
- 5.5 HRS will prepare an advertisement that will define the needs of the position and requirements for individuals to apply, per BOE Policy “GBD”.
- 5.5.1 Once advertisements are formatted, they will be sent to the requestor for review before advertising.
- 5.5.2 All positions are advertised for twenty (20) days, unless otherwise notified by the superintendent.
- 5.5.3 All advertisements will be published internally and externally, and then forwarded to the Public Information Department for advertising.
- 5.6 HRS will receive all Applications and/or Resumes with Cover Letters and place into a holding file until they are ready for screening. Note: HRS may also utilize applications already on file as a result of the application process outlined in HRS-P002.

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- 5.7 Once all Applications and/or Resumes with Cover Letters are received by the time frame required, a screening process is conducted by HRS and the Deputy Superintendent.
- 5.8 Applicants that are not selected for an interview are placed in a file for a minimum of six (6) months and then purged. Note: Non-selected, non-interviewed teacher files are maintained for a minimum of two years and then purged.
- 5.9 Applicants that are selected for an interview are contacted to be interviewed by an Interview Team.
- 5.10 An interview team is selected based on the location of the position. Each location has a leadership team which is comprised of an interview team. For departments, the HR Director will assist the department head with selecting an interview team.
- 5.11 Once interviews are completed, the Interview Team is given a form to select the best qualified applicant.
 - 5.11.1 In the event there are no qualified applicants, additional advertising may be conducted and/or the screening process of the resumes is reopened.
- 5.12 After the Interview Team has made a selection, the name of the applicant will be presented to the Superintendent or Executive Director, Finance & Operational Services, depending on the position. The applicant is contacted and offered the position, pending BOE approval.
 - 5.12.1 All other ranked applicants' applications and/or resumes with cover letters are maintained in a holding file pending the acceptance of the first applicant. If the applicant chooses not to accept the position, the next ranked applicant is contacted until an applicant accepts the position.
 - 5.12.2 If the remaining applicants refuse the position, advertising and/or screening of applications and/or resumes with cover letter is reopened and the process begins again with interviewing.
- 5.13 Once an applicant has been recommended, he/she must go through new hire orientation and complete any additional paperwork, as required.
 - 5.13.1 In the event the BOE does not approve the applicant, the process will either begin at screening, start over, or end, depending on the BOE recommendation.
- 5.14 The resume, application, and any related documentation are filed in the new employee's file for the employment duration. Once an individual is no longer employed with DCSS, for any reason, their file is placed in an inactive status for a minimum period of three years, and sent to the media center to be archived.
 - 5.14.1 The Job Requisition, Form HRS-F001 is filed in an annual file and maintained for a minimum of three (3) years.
- 5.15 Exhibit "A" of this procedure depicts the flowchart of this process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Applications and/or Resumes with Cover Letters
- 6.2 Applications and Associated Forms along with the Background Clearance form

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- 6.3 BOE Policy for Advertising for Positions – BOE Policy “GBD”
- 6.4 Job Requisition – Form HRS-F001
- 6.5 Job Descriptions
- 6.6 Application Process – HRS-P002

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7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Resumes, Cover Letters of Non-Employed Applicants	Hard Copy in the HR Department	Minimum of 6 months	Maintained in a secure location	Discard as desired any time after 6 months
Resumes, Cover Letters of Non-Employed Applicants (Teachers)	Hard Copy in the HR Department	Minimum of 2 years	Maintained in a secure location	Discard as desired any time after 2 years
Resumes, Cover Letters, Applications and Associated Documents of Employees	Hard Copy in the HR Department	Employee's duration plus three years minimum	Maintained in a secure location	Electronically Archive
BOE meeting minutes (approvals)	Hard Copy in the superintendent's office	Minimum of 2 years	Electronic back-up	Discard as desired
Job Requisition	Hard Copy in HR in manila folder	Minimum of 3 years	Maintained in a secure location	Discard as desired

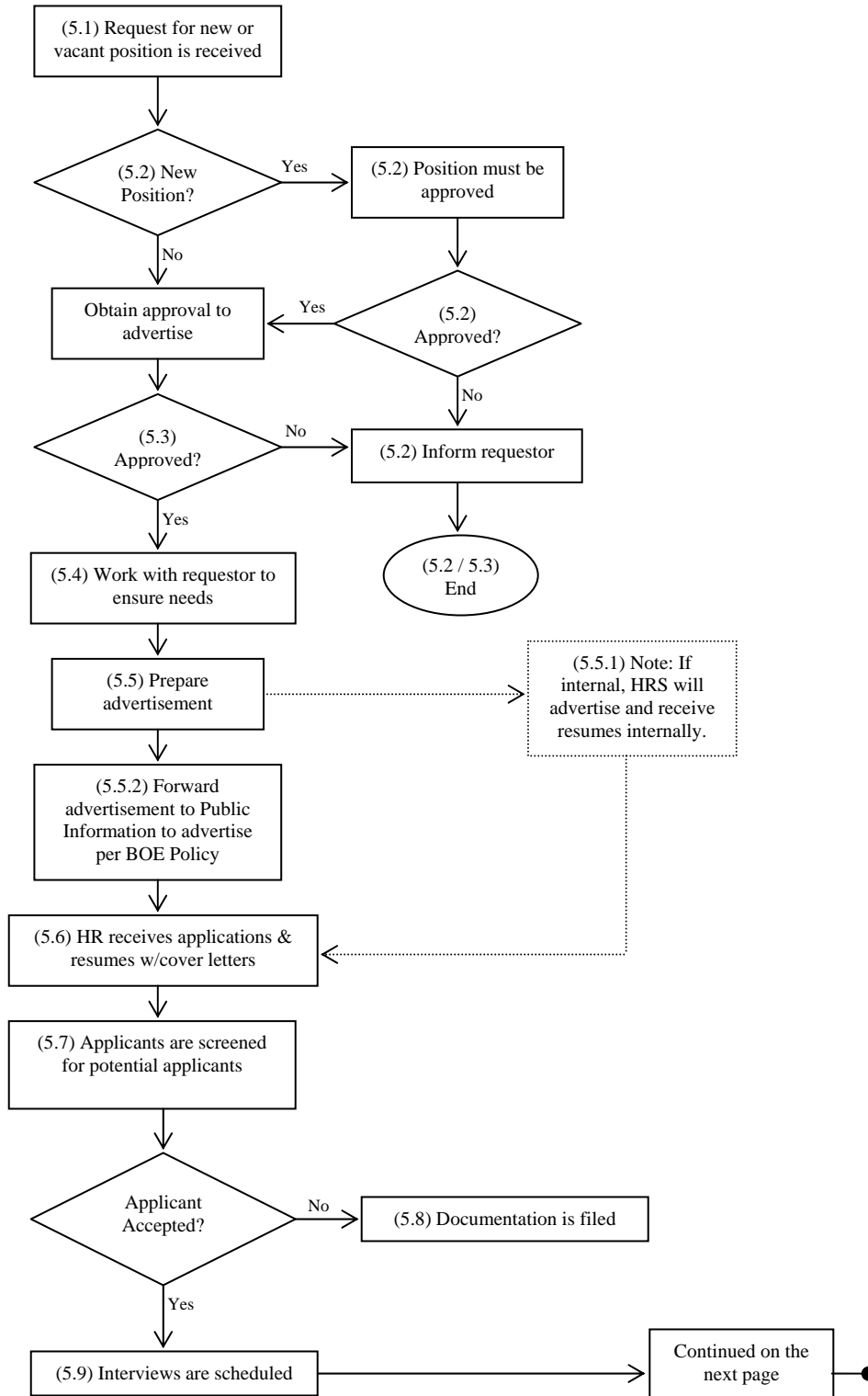
8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
30-Oct-03	B	Changes in the title of procedure and the scope 1.1.
08-Mar-05	C	Deleted section 5.5.1. Changes in sections 5.5, 5.5.2, 5.7, 5.8, 5.9, 5.10, 5.10.1, 5.11, 5.11.1, 5.11.2, 5.12, 5.12.1, 6.3 and 7.0.
24-Apr-06	D	Added new section 5.5.1, 5.5.2 and 5.10. Changed wording in sections 5.12 and 5.13.

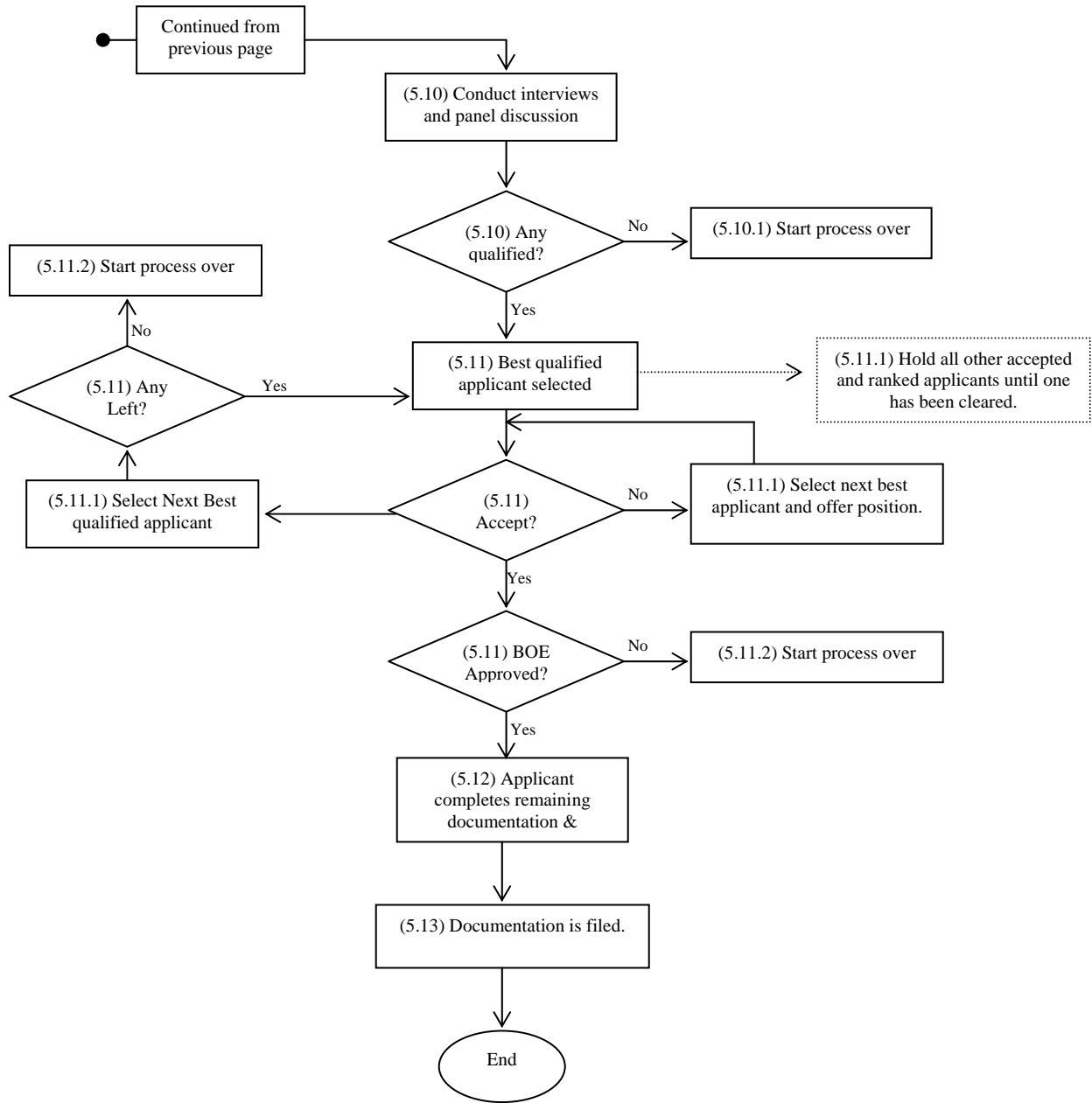
***** See Flowchart, Beginning on Next Page *****

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Exhibit “A” – Process Flowchart:



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***** End of Procedure *****