

Head Start Performance Standard

[1302.90](#)

Purpose

To establish clear guidelines and timelines for the OESD 114 Early Learning Department hiring process, ensuring equity of access and representation throughout.

Process

Submitting Personnel Requisition Form (PRF)

1. Director or Program Manager completes a Personnel Requisition Form (PRF).
2. The PRF is submitted to Human Resources (HR) by Director or Program Manager via email.
 - Director or Program Manager includes the Internal Accountant on submission of PRF
 - If posting is a result of a resignation, HR verifies that a resignation letter has been received
 - New positions must be signed by Assistant Superintendent, Teaching and Learning
 - Assistant Superintendent(s) may sign for other positions when needed
3. Human Resources emails job description to the Director or Program Manager for review.
 - *Note: this step is often omitted as the Director or Program Manager typically includes the job description in the submission of the PRF.*

Posting the Position

1. Job is posted by HR.
2. If advertisement is necessary for position, it will be paid for by the specified department.
3. Job is advertised based on agreed upon sites and paid for by department—HR will send to free sites.
4. Applicants are screened by HR for complete applications, including confidential references from at least two hiring supervisors, to determine minimally qualified applicants.
 - If applicant does not have two confidential references from supervisors when position closes, Director or Program Manager will get approval from HR to move candidate forward for potential interview
5. Director is provided rights in FastTrack to see all stages of application process.
6. Screening team (determined by Director or Program Manager) is provided access in FastTrack to Level 300 (fully complete) applicants. They will thoroughly review applications that reach level 300, including the qualifications section, in order to ensure minimum qualifications are met.
7. If position is posted “until filled”*, department will let HR know when they want to close.
 - *Use the “until filled” option on a limited basis
 - HR must be given 48 hours to notify applicants that position will be closing
8. Applicants who meet minimum requirements are available for the screening team to score at any time.
9. Once screening is completed:
 - Director or Program manager sends HR Specialist an email with proposed interview date/times
 - HR specialist will send a list of scores for the potential candidates and interview questions to review if requested
 - Director or Program Manager may send interview questions to HR Specialist with interview schedule
 - If changes are made to questions, HR Director will need to approve

Interviewing for the Position

Director or Program Manager will:

- Determine list of candidates to interview, interview date/times, and interview panel
- Work with HR to finalize interview questions prior to creating the interview packet
- Coordinate with an Administrative Assistant to contact Policy Council Representatives for interview panel

Hiring department will:

- Secure room reservations and set-up food/child care/sub requests if needed
1. HR sets up interviews. They email interview materials (including questions with look-fors, confidentiality form, WATCH Check, and Report of Interview (ROI) to Director or Program Manager.
 - a. HR calls/emails candidates to schedule interview date/times
 - b. HR emails confirmation of date, time and location of interview (includes Zoom link when appropriate) to candidate(s)
 - Include information about completing Washington State Patrol fingerprinting for the day of interview (or within three days of interview)
 - Include information about completing WATCH check (to be completed and emailed back to HR Specialist)—*does not need to be completed prior to interview*
 - c. HR emails Director or Program Manager with confirmed interview schedule
 2. Interviews are conducted.
 - a. WATCH is completed by HR and results given to the P-3 PD Program Manager
 - b. National Sex Offender Registry review is conducted by HR and results given to the P-3 PD Program Manager <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>
 - c. If a candidate is recommended for hire, telephone reference checks from two current or previous supervisors are completed.
 3. Upon completion of reference checks, the Report of Interview (ROI) is completed and submitted to the HR Director for approval of hire along with interview documentation (ROI, completed interview questions/scoring, and signed confidentiality statement).
 - a. Once ROI is approved by HR Director, hiring department conducts a Policy Council vote
 - In some instances the Policy Council Representative that was part of the interviews stays and does Policy Council vote or votes are gathered by an Administrative Assistant— confidentiality clause is reviewed during this phone call with voting Policy Council members

Offering the Position

1. Director or Program Manager will call and offer position to successful applicant, CONTINGENT ON RESULTS OF BACKGROUND CHECK and FINGER PRINTS.
 - a. First day of employment is confirmed
 - b. Once the offer is accepted, Director or Program Manager will email HR Specialist, Data and Operations Administrator and Internal Accountant, direct supervisor(s) of new hire, P-3 PD Program Manager, PD Coordinator, and all Administrative Assistants to let them know the applicant has accepted

Early Learning Department Hiring Procedure

- Email includes the following information: start date, work calendar (as needed), direct supervisor name, confirmation of PRF budget codes, onboarding and technology needs, and the candidate contact information including address
2. HR contacts the new hire to coordinate and send welcome packet and OESD orientation information
 - Human Resources includes the following:
 - Job Description, Offer Letter, PEBB Eligibility Document, Retirement Eligibility Document, Early Learning New Hire Packet
 - Early Learning New Hire Packet includes the following:
 - New Hire Memo, Portable Background Check Instructions, Staff Health Appraisal, OESD 114 Hepatitis B Vaccine Policy, OESD 114 Employee Immunization Declination Form, OESD 114 MMR Vaccine Policy, OESD 114 MMR Frequently Asked Questions, ChildPlus PIR Form
 3. OESD orientation date shared with the hiring department and should occur on the employees first day of employment.
 4. If budget code changes between posting and start date, Internal Accountant provides new budget codes to HR.
 5. Salary placement is the first step on appropriate level.
 - Exceptions must be discussed with HR Director with approval by the Superintendent
 6. Director or Program Manager contacts other interviewed candidates before announcement of new hire.
 7. HR sends Orientation Packet email (including Early Learning Packet) and schedules OESD Orientation.
 8. PD Coordinator calls new hire to welcome to the program, reviews hire packet and next steps, answer any questions, and schedule Early Learning Orientation.
 9. Early Learning Onboarding process begins.

HIRING CYCLE

OESD 114 Early Learning Department

