



PROPOSAL FOR NEW CCSESA HIRING PROCESS

Presented to Executive Committee for input and review on August 9, 2021

Objective

Establish a formal hiring process that allows CCSESA to recruit and hire high-quality candidates in a transparent, inclusive, and expeditious manner.

Elements of Proposed CCSESA Hiring Process

- 1. Job description.**
- 2. Salary range.** Salary range shall be informed by FCMAT salary study (where applicable) and negotiable based on experience.
- 3. Targeted job listings.** For three to four weeks, post the position to target relevant and diverse candidates. Include the salary range and benefits.
- 4. Common application form.** Use a fillable form. Request attachments, including cover letter, resume, references. Application shall not request discriminatory information (birth date, graduation year, gender, or current salary).
- 5. Screen applications.** Using an evaluation rubric based on qualifications, experiences, skills, and references, CCSESA staff will screen and select candidates to interview. No fewer than three applicants will proceed to interviews to ensure a quality candidate pool.
- 6. First interview: CCSESA staff.** A panel of CCSESA staff will conduct the first interview using a predetermined set of questions. Based on each candidate's interview and their evaluation rubric (above), the panel will recommend the candidate or candidates who shall be offered a second interview.
- 7. Second interview: Members of Executive Committee and/or Board of Directors.** Two members of CCSESA's leadership, and joined by CCSESA staff, including the Executive Director, in a support role, will interview the final candidate or candidates for the position using a predetermined set of questions. The members shall provide a recommendation to the Executive Director on any employment offers.
- 8. Offer.** The Executive Director shall make a final selection on offers of employment under their authority to "[h]ire and supervise staff as positions are approved by the Board." CCSESA bylaws § (VII)(G)(5)(a).

9. **Notify candidates of the results.** Inform all candidates of the response timeline to ensure time to negotiate a contract with the chosen candidate and make additional offers if needed. Notify candidates not chosen by a letter attached in an email.