

New Hire Interview Procedures
And
Candidate Notification Procedures

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The following procedures are required to be followed in filling all Dearborn Public Schools vacant positions.

1. An appropriate requisition must be filled out and approved by the appropriate Central office administrator prior to interviews being conducted.
[Online Requisition Form - DFT](#)
[Online Requisition Form - DFSE](#)
[Online Requisition Form - Adult Ed](#)
[Online Requisition Form - NCNI](#)
2. Administrators and Supervisors must confirm that the requisition submitted has successfully been routed through the approval process prior to the first interview.
3. If required by the appropriate collective bargaining agreement (DFT, DSOEA and DFSE) procedures for internal postings, bidding and transfer processes must be followed prior to interviewing outside candidates.
4. All external candidates must fill out a complete online application form provided through our website at: [Dearborn Schools Applicant Tracking Website](#).
5. Administrators must review the online application for an external hire prior to scheduling an interview. Appropriate qualifications, candidate disclosures, legal status checks and authorization to contact current and former employers must be known and followed in accordance with the application. Any concerns (red flags) should be resolved prior to recommending any candidate for hire.
6. Administrators should schedule three or more candidates for new hire interviews. (depending on appropriate contract). Any interviews with two or fewer candidates must be approved by HR.
7. All teacher interview candidates must, as part of the interview process, teach a lesson in front of the individual(s) making the decision on the new hire recommendation.
8. All candidates interviewed should be required to provide the same information and be asked to answer the same questions in the initial interview. If there is a subsequent round of interviews candidates may be asked separate questions.
9. Employees that are teaching in other schools or districts must bring a copy of their most recent year-end evaluation to the interview with the principal/committee.
10. A record of the interview shall be kept and shared digitally with the Human Resources Department and maintained by the interviewing supervisor or administrator indicating the following:
 - A. Who participated in and conducted the new hire interview.
 - B. The names of all candidates interviewed.
 - C. The name of the individual recommended for new hire.

- D. Who was contacted for an instructional reference check. The supervisor/principal must complete the instructional reference checks and should resolve any known concerns. The most recent supervisor must be contacted even if that person was not listed as a reference.
- E. Human Resources checks the criminal history and searches for any unprofessional conduct with the most recent employer.
- F. Acknowledgement of resolution of and legal, unprofessional conduct, or other concerns (Red Flags).
- G. Acknowledgment of social media check including Google search of candidate name and review of candidates Facebook, Instagram and other popular social media sites.

All of the above must be included on the new hire recommendation form.

- 11. The recommending administrator/supervisor must submit an online recommendation for hire form.
 - A. [DFT recommendation form](#)
 - B. [DFSE recommendation form](#)
 - C. [Adult Ed recommendation form](#)
 - D. [NCNI recommendation form](#)

12. No offer of employment may be made to any candidate at the time of the interview. Candidates should not be given assurances of a new hire recommendation or encouraged to terminate current employment.

13. Current employment status with another school district must be determined and discussed with the Director of Human Resources - Instructional at the time of recommendation for hire

14. Upon approval of the recommendation, the Human Resources administrator will then schedule an interview. At the interview, upon receipt of the appropriate credentials, an official job offer to the individual will be made contingent upon approval by the Superintendent and the Board of Education at a regularly scheduled Board of Education meeting. At that time a timeline for notification to the candidate's current employer will be determined and a start date will be agreed upon.

15. Upon acceptance of the position and conclusion of the intake interview, the Human Resources department will e-mail the administrator that made the recommendation and inform them of the acceptance by the candidate and the agreed upon start date.

Department of Human Resources
Unprofessional Conduct and Criminal History Check

1. Prior to the intake interview the candidates online application must be reviewed disclosure and legal information. Any item of concern must be addressed at the time of intake.
2. Upon receiving the employee ID (drivers license) a state police IChat shall be performed and any convictions or outstanding issues must be reviewed. Any convictions must be disclosed to the Superintendent for review.
3. Non-instructional employees are not hired until the fingerprint process is complete and the fingerprints have cleared.
4. In accordance with PA 451 of 1976 (The Revised School Code Section 380.1230b), The HR department will request from the candidates current or most recent employer information in their personnel record related to unprofessional conduct. If there is no reply within 21 days, the HR department shall send a second written request or contact the current or previous employer directly seeking a response. If there is no reply to the second written request, the current or previous employer shall be contacted directly. If the previous employer is a school system or third party service provider to a school system a reply must be provided. If the current or previous employer is not a school system or third party provider the unprofessional conduct inquiry shall end with the presumption of no unprofessional conduct. There will be a record of these contacts listed in the official personnel file.

Any report of unprofessional conduct or criminal convictions must be disclosed to the Superintendent for review prior to offering employment.

5. All candidates for hire must be fingerprinted and a criminal history check shall be conducted. If possible, records from a prior school system shared in accordance with state police protocol shall suffice for the criminal history check requirement.
6. In accordance with Candidates PA 68 of 1993 and PA 83 of 1995 (The Revised School Code Section 380.1230 and 1230a all candidates for non-instructional (hourly) positions shall have their state and federal criminal history check completed prior to recommendation to the board for hire.
7. At or prior to the intake interview, candidates for teaching and other salaried positions shall complete the PA 68 of 1993 and PA 83 of 1995 disclosure of criminal history form and must disclose any known criminal convictions.

8. In accordance with Candidates PA 68 of 1993 and PA 83 of 1995 (The Revised School Code Section 380.1230 and 1230a) all candidates for teaching and other salaried positions shall have their state and federal criminal history check completed within 30 days of their employment start date prior to recommendation to the board for hire. If the criminal check is not completed within 30 days per the state law the employee will be removed from work pending receipt of the criminal history report.
9. Any criminal convictions or pending criminal issues discovered through items 5 through 7 above must be disclosed to the Superintendent for review.
10. No candidate will be hired or may remain employed if convicted of a Felony or any “Listed Offense” as defined by the Michigan School Safety Laws.

Candidate Notification Procedures

Instructional Positions

1. Teacher Transfer

- A. Principals have the opportunity, should a vacancy be open to transfer, to interview interested internal candidates and make a recommendation to Human Resources.
- B. The list of teachers with valid transfers into a building with the date the transfer was submitted can be obtained by principals from the Administrative Assistant/Office Manager in Human Resources.
- C. Principals should adhere to the procedure in the DFT contract under Article VIII and the District’s Teacher Placement Policy.
- D. All qualified candidates on the transfer list should be given consideration.
- E. Principals may limit the number of candidates invited to an interview but there should be a competitive selection.
- F. It is the responsibility of the principal to contact the selected candidate and formally offer the position.
- G. It is the responsibility of the recommending principal to notify the teachers current principal to inform them of the transfer.
- H. If the position is accepted the principal should submit the [online reassignment form](#).
- I. Both principals should review and adjust their staffing sheets to verify that the reassignment is noted.
- J. Once the position has been accepted by the selected candidate, it is the responsibility of the principal to contact the other teachers who interviewed and inform them of the final decision.

- K. If no transfer candidate is offered a position the principal must discuss the reasons with the HR Director for Instructional staff.
- L. If no internal transfer is selected the position is open to placement of a surplus teacher prior to an external hire.

2. External New Hire Teacher Positions

- A. The new hire procedures listed above should be followed in the selection, interview and recommendation of new hire teacher candidates.
- B. Once a new hire candidate has been interviewed by, and accepted, the position with Human Resources, the administrator who conducted the interviews for the new hire position should contact the other candidates that were interviewed but not recommended, to inform them that someone else was recommended for, and accepted, the position.

3. External and Internal Administrative Candidates –

- A. Once administrative candidates have been interviewed by a committee, recommendations for finalists are forwarded to the Superintendent for final consideration.
- B. The Superintendent's office communicates with those candidates who were interviewed by the Superintendent but not offered the position.
- C. The Human Resources office extends a formal offer to the selected candidate and communicates in writing to those who were not chosen as position finalists, whether they are internal or external candidates.

Non-Instructional Positions

1. Internal Candidates –

- A. The process is essentially uniform for all non-instructional vacancies that would be eligible to transfer. The appropriate supervisor/principal/director interviews the top four candidates who are interested in the position, and recommends one of top four candidates to the Human Resource office.
- B. Human Resources will contact the selected candidate and extend a formal offer. If the employee accepts, an email is generated to the administrator and appropriate supervisor indicating the acceptance of the transfer.
- C. Human Resources then negotiates a start date with the administrator at the location the employee is leaving and the location to which the employee is transferring. In the case of a promotion the start date must be no later than the day after the next regular Board meeting.
- D. It is then the responsibility of the building principal, supervisor or director who conducted the interview to contact the other candidate(s) who interviewed but not recommended for the position to inform them of the decision.

2. External Candidates –

- A. If a position is open to new hire after applicable contract language for filling the vacancies has been exhausted without finding a qualified

candidate, unsuccessful internal candidates will be contacted by Human Resources and informed that the position is going to new hire.

- B. Once the job has been accepted by the new hire candidate, a start date is agreed upon and a new hire recommendation is taken to the Board.