

Position Recruitment Request

To assist Human Resources in helping you advertise a position, please complete Page 1 immediately. Page 2 is required within 5 business days of submitting Page 1. Please refer to Recruitment Procedure List for instructions.

Position _____

Hiring Supervisor _____ Department _____

Location _____ Grade(s) _____

Recruitment to fill Current position New position FTE _____ (i.e. 1.0, 0.5, etc.)

Vacancy as of _____

This position is Permanent Temporary, assignment start/end dates _____

HRA submitted Yes # _____ Position Control # _____

Job description reviewed by _____ Date _____

Position requires Certificate/credential/special license _____ preferred required

Other (i.e. Bilingual, etc.) _____ preferred required

Recruitment Promotional (internal) only Open and promotional (internal and external)

Open date _____ Close date _____

Suggested Posting Venues (EdJoin is automatic): _____

Screening/Interviewing Teams (Members serving on subsequent teams is discouraged):

1. _____ 3. _____

2. _____ Date and Time: _____

Screening-Criteria (Desired Skills-standards used for screening ranking):

Qualifications & Experience relevant to the position. Min. yrs of experience? _____

preferred required

Quality and tone of resume, especially as related to experience & education

Quality, tone and relevance of **3 letters** of recommendation (indicate below if less than three letters is acceptable)

____ Two letters _____ One letter

Quality, tone and relevance of letter of intent

Experience working with children and/or with disabilities

Other _____

Other _____

Position Recruitment Request

Sonoma County Office of Education

Page 2

This information is not needed to post the position. Please provide it within 5 business days:

Selection process will include:

(In addition to Screening)

- Interviews # _____
- Skills/Performance test
- Facilitate sample lesson plan
- Writing exercise
- Multiple choice test
- Other _____

Interview questions, Testing instructions, and Rubric and tests (Submitted at least 5 days in advance)

Interview criteria (Choose up 6 to be stated on the interview ranking sheet):

- Is collaborative/a team player
- Ability to manage time & prioritize tasks
- Ability to follow directions and routines
- Shows compassion & understands different abilities
- Effective verbal communication skills
- Problem-Solving skills/Diplomacy
- Flexibility & Patience
- Leadership & Independent decision making
- Reliability
- Professional Demeanor/Attitude
- Other _____

Interviewing Teams (Members serving on subsequent teams is discouraged)

First interviewers 1 _____ 4 _____
2 _____ 5 _____
3 _____ 6 _____
Date/Time _____ Interview length _____

Second interviewers 1 _____
(If necessary) 2 _____
3 _____
Date/Time _____ Interview length _____

Request Submitted by _____ Date _____

Department Approval _____ Date _____

HR Analyst Review _____ Date _____