

Policy Number: 330

Adopted: _____

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Metro Schools Employment Hiring Policy

POLICY PURPOSE

Midway Star believes in an open and fair hiring process. Hiring qualified individuals to fill positions at the organization contributes to the overall strategic success of Midway Star. Each employee, while employed, is hired to make significant contributions to Midway Star through the advancement of our Vision and Mission.

Midway Star is an equal opportunity employer and therefore does not discriminate based on race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, age, sexual orientation, or familial status. In hiring, the most qualified candidates for positions will be chosen and the following hiring process will be followed.

HIRING PROCESS AND PROCEDURES

A. PERSONNEL REQUISITIONS

Personnel requisitions must be completed to fill Midway Star positions. Requisitions must be initiated by the department supervisor/manager, approved by the Executive Director, and then forwarded to the Human Resource (HR) department.

Personnel requisitions should indicate the following:

- Position's hours/shifts
- Exempt or nonexempt status of the position
- Reason for the opening
- Essential job functions and qualifications (or a current job description may be attached)
- Any special recruitment advertising instructions

B. JOB POSTINGS

All regular exempt and nonexempt job openings may be posted on one or more of the following: The Midway Star website, bulletin boards, Applitrak, Edpost, Indeed, and K-12 job sites. Depending on the position or external requirements (such as federal grant opportunities), the school may choose to post positions on sites that reach a broader community. Jobs will remain posted until the position is filled. Job postings are updated every week. Not all jobs are required to be posted.

C. INTERNAL TRANSFERS

Employees who have been in their current position for at least one year may apply for internal job openings. This requirement may be waived with the consent of the Executive Director and the HR department.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified. After a transfer to a new position, employees may begin a probationary period for the new position.

D. RECRUITMENT ADVERTISING

Positions are advertised externally based on need and budget requirements. The HR department and the Executive Director or their designee are responsible for placing all recruitment advertising.

E. INTERVIEW PROCESS

The Executive Director or their designee will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the Executive Director or designee. Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process should be followed. Interview questions should be compiled by the interviewing team and reviewed by the HR department prior to the interview. After the team completes the interview process, the results of the interview should be forwarded to the Executive Director and HR department.

Interviewees who are not selected for positions at Midway Star will be notified.

F. REFERENCE CHECKS AND CRIMINAL BACKGROUND CHECK

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

G. JOB OFFERS

If the HR department receives satisfactory results from the reference checks and criminal background check, the HR department, the Executive Director, or the supervisor will notify the candidate to confirm the job offer. Job offers may include other job specific contingencies.

H. INITIAL START DATE AND ORIENTATION

On an employee's start date, the employee will complete required paperwork and an orientation with the HR department. The new employee's manager or supervisor is responsible for providing a department orientation for the new employee.

The HR department will complete the New Hire Checklist with new employees and review department policies and procedures.