



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Personnel Recruitment – Part Time, State Schools</i>		
Policy Number:	<i>SS-5003 Descriptor Code-GBC-1</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>09-29-03</i>

Purpose

To describe the recruitment process for hiring part time staff at State Schools.

Applicability

This policy applies to all part time Georgia Department of Education employment positions at the State Schools.

Definitions

Minimum Qualifications: Formal statements of types, amounts and/or levels of work experience, training, and education as well as other personal attributes deemed necessary for minimal satisfactory job performance and the accomplishment of other goals of human resource management shall be clearly stated. A lack of the stated attributes, in full, will disqualify an applicant from the selection process for the position.

Preferred Qualifications: Statements of types, amounts and/or levels of work experience, training, and education as well as other personal attributes that reasonably indicates the applicant has the ability to perform job duties at well above the minimally acceptable level shall be clearly declared. A person with preferred qualification could reasonably be expected to perform both a wider variety and a higher level of job responsibilities at the time of hire than the minimally qualified applicant.

Policy

The Georgia Department of Education (DOE) is an Equal Opportunity Employer. When filling vacant positions at State Schools, the DOE Human Resources office, the Office of State Schools, and the State Schools will take reasonable steps to ensure that all vacancies are announced. Methods of notification of vacancy announcements include, but are not limited to, one or more of the following: e-mail, DOE web site, DOE bulletin boards, State School bulletin boards, newspapers, the State of Georgia JobSite, local school systems, colleges, universities, technical schools, other state agencies, and education organizations. All certificated

positions shall be advertised on the DOE web site and the TeachGeorgia web site. Prospective applicants must apply directly to the school in which they are interested.

Procedures

Initial Advertisement

1. When the School Director determines that a vacant position should be filled, he/she must provide the Office of State Schools with:
 - a. A current Performance Management Form (PMF), clearly describing the position's duties.
 - b. If the Director is requesting a new job title for the position, a reallocation request must be processed prior to initiating the job announcement process.
 - c. A "Request to Fill Vacancy" form. The "initial advertisement" field/box should be checked.
2. The Office of State Schools and the DOE Human Resources office will review the PMF to ensure the position remains appropriately classified. If the position remains appropriately classified, the personnel technician at the school will draft a vacancy announcement using the submitted PMF. The draft will include pre-established minimum job qualifications.
3. The Office of State Schools and/or the DOE Human Resources office may forward the vacancy announcement draft to the School Director for review and discussion. Minimum job qualifications are usually predetermined and cannot be modified.
4. After the School Director provides input in regard to the vacancy announcement, and all agree the announcement is satisfactory, the DOE Human Resources office will post the job on the DOE web site, DOE bulletin boards, and under special circumstances, the state of Georgia JobSite. The school's personnel technician, with the approval of the School Director, may post/send the vacancy announcement to any of the following: State School bulletin boards, newspapers, education organizations, local school systems, colleges, universities, technical schools, other state agencies, and education organizations. The recruitment period will be for a minimum of two weeks. For job announcements that require a large mail-out, the minimum recruitment period will be three weeks. All certificated positions at the three State Schools shall be posted on the DOE web site and on the TeachGeorgia website.
5. The personnel technician at each school is responsible for keeping all received applications and supporting documentation on file, whether the applications are complete or not, for at least one year. If an application is incomplete or received after the closing date,

the applicant cannot be considered for the vacancy. If an application or supporting documentation arrives after the closing date, the application or supporting documentation should be noted as “Received After the Closing Date” and kept on file. That applicant will be automatically excluded from any hiring deliberations for the vacancy.

Re-advertisement

1. If a qualified applicant is not found during the initial recruitment period, the position may be re-advertised for an additional period of time. To initiate the re-advertisement, a School Director must submit another “Request to Fill Vacancy” form. The “re-advertisement” field/box should be checked, and all relevant sections should be completed, including a detailed explanation in the “justification for re-advertisement” section.
2. The completed form should be submitted to the Office of State Schools.
3. If the Director of Human Resources approves the request for re-advertisement, the same procedures listed above under “Initial Advertisement” will be followed.

Selection Process

1. Once the closing deadlines have been met, the selection process will begin. The School Director and/or his/her designee(s) should screen the applications received in order to decide the applications “do not meet the minimum” qualifications, the applications that “meet the minimum” qualifications, and the applications that “meet the preferred” qualifications.
2. Those eligible applicants that “met the minimum” qualifications and those that “met the preferred” qualifications, should be given to the School Director after the applications have been screened and categorized.
3. The School Director and/or his/her designee(s) should decide on the procedures for interviews and the criteria to be utilized in rating and scoring the applicants.
4. After interviews have been completed and applicants have been scored and rated, the interviewer or interviewees will make final candidate suggestions to the School Director. The School Director will make the final decision as to the applicant to be offered the position.

5. The School Director or his/her designee will contact the most appropriate candidate and offer the applicant the position pending State Board of Education approval.

**Authority and/or
Cross-Reference**

- DOE *Employee Selection* Policy (R-1502)
- DOE *Position Classification* Policy (C-1201)
- DOE *Developing New Jobs* Policy (C-1202)