



CAMBRIDGE SCHOOL DEPARTMENT

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159 THORNDIKE STREET

CAMBRIDGE, MASSACHUSETTS 02141

JAN 4 3 21 PM '85

CAMBRIDGE, MASS.

January 2, 1985

TO: Interested Staff and Citizens

FROM: Stephen J. Theall
Director of Personnel *SJT*

SUBJECT: DRAFT - Employee Selection Process

The attached draft of the "Employee Selection Process" is forwarded to you for your review and comment. Please direct any written comments to either the Superintendent, Interim Affirmative Action Officer or me prior to January 18, 1985. If you have any questions please contact George Buggs, Interim Affirmative Action Officer at 498-9248 or me at 498-9247.

Thank you for your cooperation.

SJT/caz

CC: R.S. Peterkin
G. Buggs



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CAMBRIDGE SCHOOL DEPARTMENT

Preamble

159 THORNDIKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

The enclosed candidate recruitment, credential review and interview packets will provide administrative staff with the essential forms and guidelines necessary to conduct efficient, fair and open candidate selection process.

This process is predicated upon the advisory participation of both parents and staff in the selection of candidates. It is also founded on the belief that the selection of outstanding candidates for positions in the Cambridge Public Schools is the objective of all constituencies within the Cambridge School community and that the good faith necessary to reach those objectives is implicit throughout the document.

It is our intention that these procedures will enable the Cambridge School Department to most effectively meet its commitments to provide a quality education for all its students through the employment of a diverse workforce.

The selection process follows these procedures when the need to hire permanent teaching and non-civil service support personnel occurs.

1. P101 and a draft of a job description is submitted to the Personnel Office by the appropriate administrator for processing.
2. The Business Office certifies within two (2) business days that the requested position is budgeted and funded.
3. The appropriate administrator is authorized to begin the selection process upon review and approval of the notice of vacancy by the Superintendent of Schools and the Affirmative Action Officer. This approval will occur within five (5) business days of receipt of the Personnel Requisition.
4. The appropriate administrator will receive an orientation with the Affirmative Action Officer.
5. A time line for the selection process is developed by the appropriate administrator including a projected date for recommendation to the School Committee.
6. A representative community/staff resume screening/interview team is formed. All interview panels will receive prior approval by the Director of Personnel.
7. Special affirmative action recruitment efforts may be conducted if they are deemed necessary and advertising copy will be prepared and arrangements made for local, regional and/or national advertising. Applications will be received for a minimum of two (2) weeks from the date of the advertisement.

The Cambridge School Department is an equal employment opportunity/affirmative action employer.



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Preamble (continued)

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8. Candidates must file or have on file appropriate application documents in the Personnel Office prior to the interview process. The Personnel Office will determine the number and identity of minority applicants on file for the position.
9. A qualifications review of the applicant file will be first conducted by the Personnel Office. Based on this qualifications review, a decision will be made as to which candidate's documentation will be forwarded to the resume screening/interview team based on the job description. Candidates who have not been included in the candidate pool based upon the qualifications review may appeal that decision to the Affirmative Action Officer.
10. Candidates to be interviewed are identified by the resume screening/interview team and approved by the Personnel Office. Candidates and members of the resume screening/interview team are notified of the times and location of the interviews. A list of the candidates to be interviewed, containing a minimum of 10% minority candidates, will be forwarded to the Affirmative Action Officer for his certification.
11. Prior to interviewing, resumes and other pertinent documents are distributed to the resume screening/interview team. Members of the team are informed about time lines, rating materials, interview procedures and other relevant policies.
12. Upon conclusion of the community/staff interview, a chart (matrix) is prepared to indicate the ranking of all candidates by each member of the team. The matrix and supporting documentation is submitted to the Personnel Office.
13. A roster of finalists to be interviewed is developed and its minority/non-minority composition determined and forwarded, with supporting documentation, to the Affirmative Action Officer. The finalists will include minority representation.
14. The credentials are validated and references are checked prior to finalizing a recommendation.
15. The Superintendent or his/her designee interviews the finalist(s).
16. The Affirmative Action Officer will review the proposed nominations and certify their compliance with applicable affirmative action policies.
17. The Superintendent submits his recommendations to the School Committee for their approval.

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Comm. from Stephen J. Theall, Director of
Personnel, Cambridge School Dept., enclosing a copy of the "Employee Selection
Process" for the School Dept.

In City Council,

January 7, 1985

1/7/85
Placed on File.