

**Series 3000 Personnel**

**Section 3200 Professional Personnel**

**Policy 3210 Initial Professional Employment**

**3210.1 General Provisions**

This policy is adopted in order to allow Harrison County Schools to select the most qualified applicants for initial employment in the Harrison County School System. Applicants for initial employment shall be evaluated in three (3) standard areas: 1) a structured interview, 2) a written questionnaire, and (3) personal references. These three criteria shall be considered in conjunction with the statutory criteria set forth in West Virginia Code § 18A-4-7a and HCS Policy 3201 and shall not in any way contradict or supersede statutory requirements.

**3210.2 Structured Interview**

3210.2.1 All candidates for initial employment shall be interviewed by the appropriate administrative staff. The administrator may use the services of an interview committee, if deemed appropriate by the administrator. The interviewer shall have a set of pre-determined questions that will be asked of all applicants in a like manner. The interviewer will be looking for specific answers reflecting certain valued attitudes and traits such as, a sense of purpose, ability to interact effectively with others, and a high degree of professional competence.

3210.2.2 The interviewer shall score the responses to the interview questions as the candidate answers the questions. A document shall be prepared showing the strengths and weaknesses as reflected in the answers of the applicant.

Top Ten %	=	20 points
Above Average	=	15 points
Average	=	10 points

**3210.3 Written Questionnaire**

3210.3.1 The written test will be composed of two (2) hypothetical questions developed by appropriate staff. The grading of these answers will be based upon writing skills including, but not limited to: proper grammar, correct usage, complete sentence structure, accurate mechanics, good spelling, effective vocabulary, and legible handwriting.

3210.3.2 The composition will be evaluated and placed in one of the four (4) categories noted below:

Top 10%	=	20 points
Above Average	=	15 points
Average	=	10 points
Below Average	=	5 points

**3210.4 Personal References**

3210.4.1 Personal references will compose the third part of the candidate’s profile. The references should be from recent previous employers, and/or supervisors of student teaching, college supervisors, and other non-related persons who are familiar with the applicant’s personal and professional competence.

3210.4.2 The references shall be evaluated as good, average, or below average. The points accorded to each are:

Good	=	20 points
Average	=	15 points
Below Average	=	5 points

**3210.5 Totals**

3210.5.1 Each applicant’s total score in all three areas will be added, and these scores may be considered under the criteria of “[o]ther measures or indicators upon which the relative qualifications of the applicants may fairly be judged,” as set forth in West Virginia Code § 18A-4-7a(c)(7).

I. Personal Interviews:	Points	
	Top Ten %	= 20
	Above Average	= 15
	Average	= 10

Total Available Points on Interview = 20

II. Written Questions and Answers	Top Ten %	= 20
	Above Average	= 15
	Average	= 10
	Below Average	= 05

Total Available Points on Questionnaire = 20

III. References - Three (3)	Good	= 20
	Average	= 15
	Below	= 05

Total Available Points on References = 20

**TOTAL POSSIBLE POINTS - SELECTION PROCESS = 60**

Approved by Harrison County Board of Education

Effective Date: November 4, 2003

Revised: August 4, 2009