

PROFESSIONAL STAFF HIRING

Code **GCF-R** Issued **6/04**

The director will review all employment applications and will identify and interview those persons selected for further consideration.

Any unsuccessful applicant for employment having reason to believe that he/she was not a successful applicant because of some discriminatory reason such as race or color may have his/her grievance heard according to the procedure set forth in Section 59-19-510, et seq., Code of Laws of South Carolina 1976, as amended.

The application process

Each individual seeking employment in the center must apply in writing. The center will require each individual making application to submit the following documents to the office as part of the application process.

- application form
- South Carolina teaching credential
- college transcripts (undergraduate and graduate, if applicable)
- three professional references

The center does not consider the individual's application file complete until the office has received these documents.

Generally, the center will request that the applicant submit a health verification form only if he/she is chosen for the position. At the time of initial employment, each employee must submit the health verification form.

In addition, the center requires that the employee submit, at the time of employment, all required personal information, data and documentation to the office.

The director or his/her designee will notify each individual who submitted an application after the deadline that he/she will not be considered for the position. The center will accept applications postmarked on the date of the deadline.

Selection of professional personnel

The director and/or his/her designee will receive all applications for professional job vacancies. The director or his/her designee, in consultation with the director, will then perform the initial screening.

The director has the authority to decide when and/or how structured interview techniques may be used, who will conduct the interview, and who may assist/participate in the interview process. In making the decision, the director may consider such factors as the level and/or impact of the position, areas of responsibility, and the relationship of the position to other positions on the organizational chart.

If so directed by the director, the director will continue the screening process at the building level. The steps will include verification and evaluation of references and credentials. (The applicant's "credentials" are defined as college or university transcripts, teaching credentials, professional experience, health certificates, or professional examination scores and the like.)

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The director is responsible for studying the references and credentials of the applicant, as well as other application data. Utilizing the information gained during this phase of the selection process, he/she will make a determination as to who will be invited to participate in the interview process. The director will schedule and conduct the interview.

Upon the completion of identifying the most qualified person, the director will recommend the applicant for employment to the board.

The director will present such recommendations to the board at the regular monthly meeting.

The final decision regarding employment in the center will be made by the board.

The director or his/her designee will notify the remaining applicants that the position has been filled. The director will take this step only after the candidate has accepted the offer of employment and the center has received the criminal record history.

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