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## Recruitment Procedure (PER-P004)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the process in which the Human Resources Department at Milford Public School district recruits new employees.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

### 2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

### 3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

*Authorized Signature on File*

Signature \_\_\_\_\_

Date \_\_\_\_\_

### 4.0 DEFINITIONS:

- 4.1 MPS – Milford Public Schools

### 5.0 PROCEDURE: -

- 5.1 Human Resources Department is in receipt of the Human Resources Alert Request Form PER-F001.
- 5.2 Human Resources Department enters the position to be filled into the Job Posting database (Website-6.5)
  - 5.2.1 The position is generally posted for one week, and removed. On occasion, as directed by Human Resources Director the position may be posted longer.
- 5.3 Human Resources Department receives the applications, resumes, or internal transfer requests for employment by the following: walk-ins, mail, fax, e-mails and on-line web site.
- 5.4 Applications, resumes, and internal transfer requests are screened for skills, experience, and training for the job posted.
  - 5.4.1 The application, resume, or internal transfer request of screened, approved candidates are copied and forwarded to the Department, which has the job opening.
  - 5.4.2 The department contacts the candidates most qualified for the position for interviews.
  - 5.4.3 Once interviews have been completed, administrator will contact Human Resources with the choice of candidate.
- 5.5 Human Resources Department contacts the candidate of choice to meet with the Human Resources Director or Human Resources Specialist.
- 5.6 Human Resources Director and/or Specialist make the job offer to the candidate.
  - 5.6.1 The candidate may accept or decline the offer.
  - 5.6.2 Regret letters are sent to other candidates once an offer has been made and accepted.

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- 5.7 A letter of intent is prepared for the certified staff candidate who has or may accept the job offer.
- 5.7.1 The letter to the candidate states that MPS will be making the recommendation to the Board of Education with assignment salary level, conditions of employment and start date.
- 5.7.2 Upon approval by the Board, appointment letters (PER-F015) will be sent to each new hire.
- 5.8 The candidate accepts the position by returning a signed letter of intent to the Human Resources Department.
- 5.9 See Procedure for New Hire Sign-On – PER-W012.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Personnel Alert Request - PER-F001
- 6.2 Letter of Intent (Word doc.)
- 6.3 New Hire Sign-On - PER-W012
- 6.4 Employee Application for Internally Posted Position– PER-F003
- 6.5 Job Posting Database (Website)
- 6.6 Web Application for Employment (Web doc.)
- 6.7 Regret Letter (Word doc.)
- 6.8 Application for Employment (PER-F018)
- 6.9 Appointment Letter (PER-F015)

### 7.0 RECORD RETENTION TABLE:

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Application or Resume	Human Resources Files	3 years	Shredded	Locked Office
Letter of Intent	Human Resources Files	99 years	Discard as desired	Locked Office
Job Posting Information	Human Resources Files	1 year	Discard as desired	Locked Office
Web Application	Human Resources Files	99 years	Shred	Locked Office

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PER – F018	Human Resources Files	99 years	Shred	Locked Office
PER – F015	Human Resources Files	99 years	Shred	Locked Office

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
10/23/2003	B	5.7 Fix typo-Certified 7.0 Fix typo – or 7.0 Under Disposition of Application or Resume change to Shred
10/01/2004	C	Change Approval Authority; change/added wording to 5.0, 6.0 and 7.0

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