

## Title: Procedure for Hiring Committee Orientation

### Control Information

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### Revision History

Revision	Date	Revision Description	Originator
A	4/18/09	Initial Release	Mark Hazelton
B	5/1/2009	Revision	Tanya Freeman

## 1.1. Objective:

The objective of this policy is the following:

1. Describe the general process for orientation of the Hiring Committee.
2. State the equal opportunity, non-discrimination statement for MCCS.
3. Ensure understanding of risks to lawsuits.
4. Review schedule.
5. Provide a list of the materials to be given to each participant.
6. State the Accountability Map for changes to the procedure.

## 1.2. General process:

The steps in the orientation process are as follows:

1. Ensure that an invitation to be on the Hiring Committee articulates the following expectations: the Board is committed to the non-discrimination statement and Hiring Committee members must also be committed to the statement; each committee member must be present for the entire process and the expected time commitment; the confidentiality expectations as listed below.
2. During the orientation session, each of the sections in this document (1.3 to 1.6) will be reviewed by a Board member to ensure understanding by each Hiring Committee member.

## 1.3. Equal Opportunity Non-discrimination Statement:

The Muddy Creek Charter School is an equal opportunity employer. Selection for employment will be based solely on merit without regard to race, color, religion, age, sex, national origin, political affiliation, disability, sexual orientation, marital or family status, membership in an employee organization or other non-merit factors.

## 1.4. Risks to lawsuits:

The Muddy Creek Charter School incurs liability by having a hiring process with community participants. Participants in the Hiring Committee should be aware of the following risks to the school:

1. **Under no circumstances should a committee member talk with a candidate about the process, before, during, or after interview day. These questions or discussions should be done by the paid administrator or designated ICP board member.**
2. Community participants on the Hiring Committee are actively representing the school. Thus everything they do and say could incur liability for the school.
3. All conversations with the candidates during the process are considered confidential. This includes conversations that occur in a public forum, such as the potluck. Except in closed session, committee members may not talk to anyone about the candidates.

4. Anything that Hiring Committee members say or do during deliberations is confidential. Committee members need to feel safe to give their most candid opinions. Additionally, a candidate or the public may misunderstand a comment or feel that the process was unfair if information from the committee were revealed out of context.
5. Questions to candidates should be related to job only. This includes during the formal interview or informal times such as a potluck. For example, candidates for a teaching position should not be asked questions such as “are you a vegetarian?”
6. Questions to candidates should not lead a candidate to reveal information that would inform the committee of anything listed in the non-discrimination statement. If this information is revealed, the committee must make the best possible effort not to use this information in the decision process.
7. Committee members should be aware that candidates with a disability have the right to decide for themselves if they can perform the job duties. For example, a candidate without arms should not be asked how they overcome that fact in order to perform the job duties.
8. Any materials given to the committee members are confidential and need to be returned before the committee member leaves.

### 1.5. Review the schedule:

The schedule for Interview Day will be reviewed with the Hiring Committee and a Timekeeper for the day will be appointed. The interview day is dependent on many events happening at the same time and finishing each one at the correct time.

### 1.6. Materials to be provided:

1. Application materials including resumes and essays;
2. Schedule;
3. Copies of any materials candidates create or bring during the Interview Day process.

### 1.7. Accountability map:

Step	Detail	Description of the method.	Who is accountable	Who is responsible	Who is informed
Changes to procedures	Changes to procedure.	Submit changes to ICP Board	Board	Board	Staff, Volunteers, and Board
	Document is updated and filed	File in paper and electronic files	Board	Board secretary	Staff, Volunteers, and Board