



**Neuse Charter School
Recruitment and Hiring Procedures
Prepared: May, 2012**

Recruitment Procedures

- All jobs shall be posted on the NCS website for a minimum of two weeks
- All jobs postings shall include:
 - Position description including title with summary description, minimum educational and experience requirement, deadline for submission and equal opportunity statement
 - An electronic job description
 - School contact information for submission (email, mailing address and telephone number)
- All applications shall be kept active for 6 months and filed under the job vacancy
- Applicants shall reapply for a position if their application is older than 6 months

Application Procedures

- All applicants must submit a completed NCS application
- Letter of interest and current resume
- Application materials can be submitted via mail or in PDF form via email

Interview Procedures

- Candidates selected for interviews must meet listed minimum job requirements
- Interviews will be conducted using a minimum of (5) standard interview questions and the interview rubric
- First interviews should be conducted by a interview committee of no less than 3 staff including one administrator (senior administrators positions may include a board member)
- Faculty candidates must conduct a 15 minute teaching demonstration
- Candidates must submit/produce a one page writing sample
- Second interviews should be conducted with the unit Principal and/or Executive Director or their designee (s)
- Reference checks using the "Reference Check Form" are required of a candidate PRIOR to the job offer

Hiring Policy

- A formal job offer letter will be sent to candidate with a required written acceptance/decline
- Clearance of a Criminal background check is required of all new employees PRIOR to execution of contract
- A contract will be executed upon the written acceptance of candidate
- A personnel file will be prepared for new employees that includes:
 - NCS application
 - Transcripts
 - Licensure
 - Interview Rubric
 - Job offer letter and written reply
 - Employee benefit information

All application materials will be treated confidentially