

Internal Job Posting Process

It is the desire of SBSB to enhance career opportunities for our employees whenever possible. With this in mind, the following job posting process has been developed to allow for an orderly and equitable system of identifying and placing the most qualified person in each opening and to meet contractual responsibilities.

Posted Positions:

1. Approved job opportunities will be issued on Friday for posting in key SBSB locations beginning on the following Monday.
2. Positions will normally be posted for a minimum of five (5) workdays.

Hiring Director/Manager/Principal Responsibilities:

1. For all openings, a Position Requisition with appropriate signatures must be forwarded to the Human Resources Department. Positions will be posted only after the Superintendent's approval.
2. All internal applications should be acknowledged by the hiring supervisor/principal. A copy of any written acknowledgement should be sent to HR.
3. All *qualified* candidates should be interviewed. The applicant should be kept advised of the status of his/her application. Involve others (i.e.: department representative, other professionals, parents, students, HR, Superintendent) as appropriate.
4. It is expected that the hiring supervisor/Principal will discuss an internal candidate with the employee's current supervisor/Principal prior to contacting or encouraging an employee to apply.
5. Do not make any hiring commitments until the end of the job posting period.
6. If an internal candidate is to be hired, negotiate a start date with the employee's current supervisor/Principal.
7. Within one (1) workday of making a hiring decision for a support staff position, notify HR of the person selected. For educator positions, contact the Superintendent prior to extending any offer of employment.

Human Resources Responsibilities:

1. Ensures that job opportunities are approved, postings are correct, and postings are distributed weekly.
2. Receives internal responses and acknowledges receipt, copies and forwards to supervisor/principal within one (1) workday.
3. Maintains applications on file per legal obligations.
4. Coordinates internal hiring information with the Business Office
5. HR/BO will meet with the employee to discuss wages, benefits, probation period and draft contract or Memorandum of Understanding.

Employee Responsibilities:

1. Employee must be in good standing.
2. The employee must have at least 6 months service in his/her current position before he/she is eligible to apply, unless provided with approval from his/her supervisor/Principal.
3. Employee must apply individually for each job posting opportunity.

Applying for Job Opportunities:

1. A *qualified* employee must complete an internal job posting form, obtain a signature from his/her supervisor/Principal and send it to HR, no later than the posting expiration date.
2. The employees is encouraged to attach a recent resume or related documentation when available and appropriate.
3. HR will forward a copy of the job posting application and attachments to the hiring supervisor/Principal for consideration.
4. The employee is encouraged to contact the hiring supervisor/Principal for more information about the position.

Internal Job Posting Application

Employee Full Name: _____ Date: _____

Current Job/Location: _____ Phone _____ Email: _____

Posting Number & Position Applying For: _____

Please state why you are applying for this position and why you should be considered:

Please list skills, knowledge, education, certification, and/or experience which may qualify you for this job opportunity. (You may also attach a current resume.)

Supervisor Comments: (optional)

In keeping with the job posting guidelines, I am eligible for consideration.

Employee Signature & Date:

Supervisor Signature & Date: