

**OUTLINE  
ADMINISTRATIVE EMPLOYMENT PROCEDURES  
Greene County Schools**

<b><u>STEP</u></b>	<b><u>PERSON TO COMPLETE</u></b>
I. Develop interview questions	Central Office Supervisory Staff
II. Complete Administrative Personnel Requisition form	Certified Personnel Director Director of Schools
III. Advertise position a. During school year- Greene County Schools b. During summer-local newspaper	Certified Personnel Director
IV. File Applications	Applicants with Certified Personnel Office
V. Select Interview Panel a. Teacher from affected school b. Central Office Supervisor c. Principal d. Another principal or teacher e. Director of Schools	Affected School Staff Director of Schools Director of Schools Director of Schools
VI. Check applicant's information to see if complete and give application to Director of Schools	Certified Personnel Director
VII. Schedule Interview (All applicants who have met requirements, selected by the Director of Schools for an interview.)	Certified Personnel Director
VIII. Select interview questions one (1) hour prior to first interview	Interview Panelists
IX. Begin interview with oral Presentation not to exceed five (5) minutes	Candidate
X. Conduct interview (All candidates applying for same position will receive the seven (7) questions.)	Interview Panelists

<b><u>STEP</u></b>	<b><u>PERSON TO COMPLETE</u></b>
XI. Complete an Administrative Interview Form a. Summarize answers b. Submit recommendation and supportive summary c. Sign and date all documents submitted	Each Panelist
XII. Complete the Personnel Requisition Form with appointment	Director of Schools
XIII. File all forms in Director of School's Office a. Personnel Requisition form with recommendation b. Panelists recommendation/summary c. Candidate's application/s d. Both Reference Check Forms	