

Attachment # 1



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Date: Monday, June 03, 2013

TO: School Council
 University High School

FROM: Pamela D. Palmo
 Interim Executive Director, Human Resources

RE: Selection Process – Principal, University High School

The selection process consists of six steps that present information about predictive future behavior based on past behavior and collection of reliable and valid data. Each step is intended to obtain specific, useful information for making a hiring recommendation and ultimately a hiring decision.

Selection Process Step	Purpose of Process Step	Responsible Party
Interview Questions and Preferred Qualifications	1. To determine the interview questions which provide the best opportunity for differentiation of the candidates.	School Council Interview Panel Human Resources Department Secondary Leadership Superintendent
Preliminary Paper Screening	2. Identify applicants who a. Meet the minimum requirements and the extent to which they are met, and b. Provide a complete application. 3. Identify applicants who meet the preferred qualifications and to the extent to which they are met.	Human Resources Department Employment Specialist
Preliminary Screening Interview and Reference Check	1. Review the field of candidates' qualifications. 2. Create first interview group cut from list of qualified applicants. 3. Conduct a screening interview using a structured interview process. 4. Conduct a reference check	Assistant Superintendent and Director Human Resources Department Employment Specialist assists with reference check as requested.