

The Interview and Selection Process

Notification of Interest

Applicants must submit a letter of interest, clearly stating the position applying for. In addition you must submit three letters of recommendation, official college transcripts, certification, completed application and any other information you believe should accompany the letter of interest. All requested information should be sent to Karen Aucone, Director of Personnel, located at the Memorial Building 502 Cabot Street, Beverly MA 01915.

Screening

Upon receiving the applicant's information the Personnel Office reviews all information and will notify you of any missing information. Once the posting has closed the applicant's with complete packets will be forwarded to the appropriate principal or department head. At that point the Principal and/or department head will review the applications using established criteria for each position. Based on the Principal and or department head's review, the candidates will be selected for a first-round interview.

First-Round Interview

If you are selected, you will be called and an appointment will be set up for an interview with the Principal and or department head. Only those chosen for a first-round interview will be notified. You may be interviewed by one person or by a small group. Each Principal and or department head organizes the process and will explain it to you when you are called for the interview.

Semi-Finalist Interview

After the first-round interview, you may be asked to return for a more in-depth interview at the school level. At this stage the candidate pool has been narrowed and the Principal is looking more closely at a small group of candidates. Interviews may last longer than those during the screening process and may involve other staff members not included in the screening process. Note: under some circumstances, only one interview may be required and this step may be bypassed.

Finalist Interview

The Principal and or department head will recommend a candidate to the Superintendent for consideration. If you successfully make it to this stage of the process, you will be asked to call for an interview with the Superintendent and/or the Assistant Superintendent. This interview will last for 30 to 45 minutes. You will have the opportunity to ask questions about salary, benefits, etc. At this point, you will be required to complete a CORI form authorizing a criminal history check as required by Massachusetts law (Chapter 385 of the Acts of 2002, An Act Further Protecting Children). NOTE: You can learn more about this law at <http://www.mass.gov/legis/laws>, click on [seslaw02/](#). It is expected that you will be prepared to accept the position within 24 hours of the phone call. Your verbal acceptance constitutes a contract and the position will be considered filled.

Paperwork

You will be given the paperwork and contract during your interview with the Superintendent. Sign the original of the contract and return it to the Personnel Office; the copy is for your records. A payroll packet will be included with your contract. This packet contains instructions and a number of forms to be completed (i.e., payroll forms and insurance forms if you are eligible for benefits) in order to

finalize the hiring process. You will not receive a paycheck until you have submitted all requirement paperwork. Read the instructions in your packet and complete as much as you can, if you should have any questions please feel free to contact our office 978-921-6100. All new hire paperwork should be completed and returned to the Payroll Office located at the Memorial Building 502 Cabot Street, Beverly MA 01915 attention to Debi Tina. Please return the completed paperwork as soon as possible, within 5 business days. Delays in returning any paperwork could result in delays in receiving your paycheck.