



Hiring Policy and Procedures

Objectives

Highpoint Academy believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Highpoint Academy, Inc. In hiring the most qualified Candidates for positions, the following Hiring Process and Procedures are followed.

Job postings

The Business Manager will create job postings that briefly describe the job opening and communicate Highpoint Academy's philosophy. All job openings will be posted on Indeed, Craigslist and Zip recruiter. Jobs will remain posted until the position is filled. The Business Manager is responsible for tracking all Applicants and retaining applications and resumes as required.

Interview Process

- The Business Manager, Program Director and/or Pre-School Director will screen Applications, Resumes and documentation provided by Candidate prior to scheduling interviews.
- Initial interviews are generally conducted by the Business Manager and the Program Director and/or the Pre-School Director using behavior-based interview questions and a structured interview process.
- Candidate Evaluation Forms will be completed after each interview and retained with the Application.
- A review of documents and second interview with the Principal/ Owner is scheduled to determine the final outcome.
- The Business Manager will notify Applicants if they have been selected or not for positions at Highpoint Academy, Inc.

Reference Checks

Business Manager will conduct professional reference checks and employment verification on the top candidates based on the results of the Candidate Evaluation Forms completed by the interviewers. A minimum of two professional references are required from each Candidate.

Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks. Background checks will vary depending on the position and may include DCF Fingerprints and VECHS Fingerprint,

Once the Business Manager receives satisfactory results from all required background checks and references, Candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within seven (7) calendar days, the offer may be rescinded.