



Hiring Policy and Staff Recruitment

Scholarship Prep is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization's achievement as well.

We embrace and encourage our employees' differences that make our employees unique.

Scholarship Prep's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees;
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives; and
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

Scholarship Prep will continue to develop and implement strategies and initiatives for inclusive practices at the organizational level involving recruitment, internet application systems, interviewing and hiring, written documentation and employee retention.

The following guidelines shall be followed for the recruitment and hiring for Scholarship Prep ("SP") staff:

Non-Discrimination Clause

SP believes that all persons are entitled to equal employment opportunity. SP shall not discriminate against qualified applicants or employees on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship,

including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.

Circumstances under which this policy is employed

- a. When a position other than the Executive Director position is vacant due to resignation, dismissal, transfer, or retirement and SP wishes to fill the position.
- b. When a position or part of a position is created and vacant and SP wishes to fill the position.
- c. This policy does not apply to the Executive Director position, positions filled by promotion of an existing employee, and those temporarily filled by an interim employee.

Advertising/Posting Procedures

- a. When vacancies occur, SP will post said vacancy as stated below.
- b. Scholarship Prep staff members will be recruited through various communication channels, including local newspapers, education networking websites (CCSA, CSDC, Teach For America, EdJoin, Indeed etc.), the school website, career fairs, local universities and word of mouth referrals.

Screening Process

- a. At all times, SP will seek to interview a diverse group of applicants.
- b. Screening of applications will be conducted by the Chief of Schools or Designee. For teaching/instructional candidates, special emphasis will be placed on subject matter qualifications, grade level appropriateness, alignment of experience to the SPCS program, and extracurricular expertise, if applicable to the position.
- c. The top applicant(s) will be selected by the Executive Director or Designee and notified of the interview date, time, and location. At this time notification will be given to the applicant (s) to provide credentials and transcripts to SP, if not already provided through the application process.

Selection and Offering of Position

- a. The Executive Director or Designee or other designated employee(s) shall check references prior to an offer of employment being made to the applicant.
- b. The Executive Director or Designee will make the decision regarding placement of the applicant on the salary schedule and assignment of extra duties consistent with SP's policies and practices.
- c. After a decision has been made to hire a candidate the Executive Director or Designee will make an offer contingent on the satisfactory completion of required documentation. . This documentation and/or requirements include but are not limited to:
 - (1) Valid and current California Credentials (Teaching, Administrative, Special Education, etc.), if appropriate
 - (2) Proof of a successful background check
 - (3) Evidence of Tuberculin-free status or other documentation to satisfy legal requirements.
 - (4) Proof candidate is eligible to work in the United States for I-9 form purposes.
- d. Once the HR department receives satisfactory results from all required background checks, and receives required documentation included in the conditional offer and satisfaction of any applicable

requirements, the Executive Director or Designee will cause the employment relationship to be finalized.