



**The PNAIS Principles of Good Practice represent those aspects of school administration considered to be best practices that schools should consider when devising their own policies and procedures. They are designed to provide guidance in the interaction between schools and their various constituencies including other PNAIS schools. While PNAIS will not monitor a school's adherence to these practices, the Association's accreditation visiting teams may make reference to these principles when making recommendations and suggestions regarding the possible improvement of a school's operations.**

### **PNAIS Principles of Good Practice - Hiring Process**

The quality of the hiring process sets the tone for a mutually satisfying relationship between the school and the applicant and communicates to the applicant the spirit and values of the community. The values that infuse these guidelines can be applied to any hiring process, whether that process involves the use of placement agencies or is fully managed by the school. PNAIS encourages schools to be guided by these principles and to share them with applicants.

#### **The School**

1. The school creates a job description that emphasizes the essential functions of the job for each available position.
2. The school seeks applicants who will add to the racial, cultural, and gender diversity of the institution.
3. The school discloses information that is necessary for the applicant to make a well-informed decision.
4. The school and its representatives follow the laws that govern hiring practice.
5. The school checks an applicant's references.
6. When inviting an applicant to the school, the school explains in advance who is to be responsible for expenses and what the visit will entail.
7. The school keeps applicants informed about the hiring schedule and pertinent decisions.
8. When making an offer to an applicant, the school provides relevant information, including compensation and working conditions.
9. The school affords applicants a period of time that is reasonable under the circumstances to consider an offer.
10. The school should not knowingly hire an applicant for a time during which the applicant is under contract to another employer.

#### **The Applicant**

1. The applicant truthfully discloses information that is necessary for the school to make a well-informed decision.
2. The applicant is seriously interested in a position before accepting an invitation to visit at the school's expense.
3. The applicant responds to an offer within a reasonable period of time.
4. An individual who is under contract with another employer should not accept employment that conflicts with such contract.