

FILLING ADMINISTRATIVE VACANCIES

1. The hiring supervisor submits a "Personnel Request Form" to the Department of Human Resources, routing through the immediate director/supervisor and appropriate assistant superintendent for approval.
2. The Department of Human Resources advertises the position in the local newspaper, Education Weekly, and in professional journals as indicated by the hiring supervisor. The position vacancy notice is also posted at all schools in the district.
3. The position will be advertised/posted for a minimum of seven (7) working days.
4. Resumes/applications are received in the Department of Human Resources.
5. The Department of Human Resources contacts the hiring supervisor after the closing date to arrange for a review of the applications/resumes.
6. Upon review of the applications/resumes, the hiring supervisor selects an interview pool, and schedules and conducts the interviews.
7. At the conclusion of the interviews, the hiring supervisor submits an "Employee Selection Review Form" with a recommendation for selection to the Department of Human Resources, routing through the director/supervisor, the appropriate assistant superintendent, and if necessary, the superintendent, for approval. The hiring supervisor is responsible for contacting professional references prior to submitting a hiring recommendation to the Department of Human Resources.
8. The Department of Human Resources reviews the recommendation and verifies the credentials of the candidate.
9. The Department of Human Resources extends an offer to the selected candidate.

Approved: June 11, 1998
