

### PROFESSIONAL STAFF HIRING

1. The hiring supervisor submits a “Personnel Request Form” to the Department of Human Resources, routing through the immediate director/supervisor and the assistant superintendent for curriculum and instruction.
2. Submits an “Eligible Applicants Request Form” to the Department of Human Resources.
3. The Department of Human Resources generates a list of eligible applicants, based on qualifications and credentials required, from the active applicant pool and forwards this list to the hiring supervisor.\*\*
4. The hiring official reviews the list of eligible applicants and selects applicants for further review and consideration.
5. The Department of Human Resources contacts the hiring supervisor to arrange for a review of the selected applications/resumes.
6. Based on a review of the applications, the hiring supervisor selects an interview pool, and schedules and conducts 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 and assistant superintendent for curriculum and instruction for approval.
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.

\*\*If there is not an eligible pool of applicants for the position, the position is advertised to target the specific applicants being sought.

Approved: June 11, 1998

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