On Boarding Procedures

District Website Advertisement
- A request for a vacant position must be submitted and approved through the HR hiring platform.
- All job vacancies will be posted and advertised on Fridays and removed 2 weeks from posting, on Mondays.
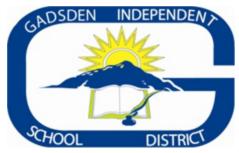
Applicants/Screening
- If there are no qualified and cleared applicants, the interviewer may request to repost the vacancy.
- Qualified applicants that are cleared at the end of 2 weeks must be interviewed.
- If there are more than 8 cleared applicants, the pool of applicants may be screened.
- Criteria used for screening must be approved by the HR department.
- All applicants must apply for a desired position online through the HR hiring platform.
- All applicants must submit 3 names for reference checks, all must be related to work experience and 1 must be the most recent supervisor.
- All communication with applicants regarding qualifications and application will come from the HR department.
- References must be checked by the interviewer prior to interview.

Interviews
- Interviews can be conducted in-person and/or virtual
- The interview committee must be made up of an odd number of members to total at least 3 persons.
- Committee members will be asked to sign a confidentiality agreement.
- Prior to the interview, the interviewer must submit names of committee members, questions, and schedule to the HR department.
- Upon interview, all responses to questions will be kept in digital format.
- Force Rank scoring will be used to determine the best candidate, when 2 or persons are interviewed.
- If only one person is interviewed the committee will vote to hire or readvertise.

Recommendation for Hire
- Once the best candidate is selected, the interviewer must recommend the candidate through the HR hiring platform and submit.
- Only the HR department will notify the selected candidate.

- All correspondence related to the interview, including, score sheet, notes, confidentiality forms, etc., must be turned into HR within 24 hours of the interview.
- All candidates that were not recommended will receive a follow-up email.