

Certificated Personnel

Recruitment and Selection

Employment Procedures

1. Notification of employment opportunities
 - a. Written notice of all certificated vacancies shall be posted at all school sites and District departments. Written notices shall also be sent, when appropriate, to selected universities, colleges, etc. The announcements shall contain the position title, location(s), salary, professional requirements, and final filing date.
 - b. All positions shall be posted for a minimum of five (5) working days, but may be posted for a longer period if necessary to obtain a sufficient pool of qualified applicants.
 - c. Applications or transfer requests will be accepted in the Human Resources office.
2. Filing of application by District employees
 - a. A District employee who wishes to apply for transfer to a vacant position must submit a transfer request form to the Human Resources Division on or before the final filing date.
3. Filing of application by non-District personnel
 - a. Non-District personnel wishing to apply for an advertised position shall submit a District application to the Human Resources office on or before the final filing date. All applications are confidential records of the District and shall not be returned to the applicants. If employed by the District, the application will become a part of the employee's permanent record.
 - b. A candidate's application will be kept on file for six months. At the end of this time the application will be destroyed unless the candidate specifically requests to keep the application active.
4. Selection process
 - a. Human Resources shall eliminate applicants not meeting minimum requirements for the position and screen applications to determine those best qualified for interviews.
 - b. Human Resources shall arrange interviews for qualified candidates. Those candidates who have satisfactorily completed the initial District interview shall be referred to the site administrator for an additional interview.

- c. The site level interview shall rate the qualified applicants using the appropriate District form(s). A recommendation to hire shall be submitted to Human Resources. If no selection is made, or if an employment offer is declined, the recruitment and selection process may be reinitiated.
 - d. All interviewed applicants not selected shall be notified in writing.
5. Salary placement
- a. Salary placement shall be in accordance with Board Policy 4151.