Regulation

JOB POSTING/INTERVIEW PROCESS

- A vacancy must exist within the District.
- Administrator/Supervisor submits job posting to Personnel Office.
- Personnel Office posts the job to Applitrack and sends a mass email out to District employees with the posting attached.
- Candidates apply on Applitrack
- All candidates' applications will be reviewed by administrators and supervisors.
- Administrators and supervisor will determine the number of applicants to be interviewed (selection of a maximum of ten (10) applicants and minimum of five (5) applicants to be interviewed where possible).
- Administrator and supervisor will then narrow down applicants to five (5) candidates to be interviewed by building level administrator or interview panel.
- Two (2) finalists will be selected from the five (5) applicants by building principal.
- The two (2) finalists will be interviewed by Assistant Superintendent or Director of Personnel.
- Upon completion of interviews, the Assistant Superintendent will provide the building principal with feedback on each candidate to assist building principal in determining the candidate to be recommended to the Superintendent.
  - It is expressly understood that the final recommendation to the Superintendent will be submitted by the building principal
- One (1) finalist is then sent to the Superintendent's office for final interview and salary.
- If finalist is not deemed acceptable, the next candidate will be considered for the vacancy.
- Finalist, if chosen, will then be sent to the Personnel Office for final paperwork check and required documents before Board approval.

Adopted: _____, 2016