

## **Regulation**

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### **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.
- Administrators and supervisors will review all possible candidate applications.
- Administrators and supervisors 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)
- Administrators and supervisors will 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 and recommended to the CSA clearly designating the principal's first and second choice.**
  - The CSA will interview the principal's first candidate with the option of interviewing the second candidate and will offer the position to the qualified candidate.
  - It is expressly understood that the final recommendation to the CSA will be submitted by the building Principal.
- If the principal cannot decide then the Principal should refer (2) two candidates to the Assistant Superintendent for further evaluation of candidates' qualifications. The Assistant Superintendent will then refer the more qualified candidate to the building Principal for final recommendation to the Superintendent.
- If the CSA does not deem the either finalist acceptable, the next candidate will be considered for the vacancy or the position will be reposted.
- Finalist, if chosen, will then be sent to the Personnel Office for final paperwork check and required documents before the Board approval.

**The CSA will determine the interview panel and process for Principals, Vice Principals, Supervisors, Directors and Assistant Superintendents.**

**Re adopted: October 18<sup>th</sup> 2016**