

PERSONNEL

Recruitment and Selection

Hiring Procedures

I. Preparation

- Step 1. Candidates who are interested in employment in the Snohomish School District are required to submit four documents. They are:
 - a. The district professional application form.
 - b. A resume.
 - c. Current copy of credentials from their placement office.
 - d. District professional reference forms
- Step 2. Administrative staff screens the required documents. Those candidates who are unsuccessful in the paper screening will become inactive.
- Step 3. Candidates who are rated high in the paper screening and screening interview have their files placed in an active status and are considered for interviews.

II. Processing

- Step 4. When a vacancy occurs, the administrator, in the location where the vacancy occurs, submits a requisition to human resource services.
- Step 5. When budget and human resource authorizations are secured, notification is given to the administrator where the vacancy exists that interviewing can proceed.
- Step 6. The administrator has access to the active files for the open positions in their schools/departments. After a review of eligible applicants, candidates are selected by the administrator and executive director for human resource services for interviews.
- Step 7. Interviews for selected candidates are scheduled by human resource services. Interviews are chaired by the appropriate administrator with a representative team from the school/department.
- Step 8. When a candidate is selected to fill the position, a completed recommendation for employment form is submitted to the human resource services office by the administrator. The administrator also submits a completed copy of the screening documentation form for each candidate interviewed. These forms serve as documentation for questions that arise from the hiring process.
- Step 9. Human resource services contacts the candidate to arrange for contractual and payroll matters.

- Step 10. Copies of the approved recommendation for employment are issued to the payroll department and the superintendent.
- Step 11. The superintendent makes a recommendation to the school board for approval of hiring persons to fill vacancies via a human resource services personnel list on the consent agenda. Board approves hiring of employees.
- Step 12. Copies of the approved human resource services personnel list are issued to the payroll department.
- Step 13. Human resource services notifies successful and unsuccessful candidates of their status.
- Step 14. Human resource services maintains personnel files for all persons employed by the school district.

These procedures allow for a systematic approach to the selection/hiring process, provide a vehicle to communicate human resource services actions to other divisions within the central office and give documentation of affirmative action efforts.

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