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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