

## HIRING PROCEDURES

When a vacancy occurs or a new position is approved by the Superintendent and School Board, the following procedures will be followed:

### GENERAL GUIDELINES

The Superintendent is responsible for recruiting personnel, in compliance with School Board Policy GBN, and making hiring recommendations to the Board.

The division will hire qualified personnel consistent with budget and staffing requirements and will comply with Board policy and federal and state law on equal employment opportunities.

Before posting a vacancy, the Director of Human Resources and Pupil Personnel will review, and, if necessary and appropriate, revise the existing job description for the position.

The Director of Human Resources and Pupil Personnel may advertise openings both internally and externally. As appropriate, vacancies shall be posted on the division website, in each school, and in the Central Office.

Advertisements will include an initial closing date for applications or specify that the application period will remain open until the position is filled. The closing date for applications may be extended if and when necessary. Except in emergencies, all openings must be posted a minimum of five working days.

The Director of Human Resources and Pupil Personnel is responsible for maintaining files on all applicants for employment in accordance with the Library of Virginia.

The application process shall be described on the Human Resources webpage and information shall be available at administrative offices.

At the request of the Superintendent, the School Board may fill positions in other ways.

### APPLICATION PROCEDURE

All applicants must submit a completed application package before consideration is given for interview.

Applications shall be made in writing on forms provided by the Director of Human Resources and Pupil Personnel.

A completed application package for certificated personnel includes, but is not necessarily limited to, the following:

1. Completed application;
2. Official transcript(s);

3. A minimum of three references;
4. Copy of valid Virginia teaching license or eligibility statement;
5. Other documentation deemed necessary for a specific position;

Completed application package for classified personnel includes, but is not necessarily limited to, the following:

1. Completed application;
2. Transcript(s) if applicable;
3. Three references;
4. Copies of any other certificates or licenses required for the position.

#### SCREENING PROCEDURE

All applications shall be screened initially by the Director of Human Resources and Pupil Personnel for compliance with the minimum qualifications for the position.

All applicants are considered through the initial screening but all applicants may not be recommended for interview.

#### INTERVIEW PROCESS

Once the screening has been completed, a priority list of candidates who meet the minimum qualifications for the position may be developed by site level supervisors and candidates on that list are called for an interview at the Central Office or building level.

A structured interview will be conducted for all positions.

#### HIRING DECISION

Recommendations to hire are to be forwarded to the Director of Human Resources and Pupil Personnel by the direct supervisor of the position under consideration.

The recommendation to hire is forwarded to the Superintendent from the Director of Human Resources and Pupil Personnel. Once approved by the Superintendent and prior to forwarding the recommendation to the School Board, the Director of Human Resources and Pupil Personnel may notify the applicant of the Superintendent's intention to recommend employment, but the Superintendent's decision is contingent upon School Board approval and compliance with any other requirements, e.g. satisfactory child abuse registry and criminal records check, etc..

The Superintendent recommends employment to the School Board.

The applicant is notified of School Board's decision by the Human Resources Office.

Adopted: July 1, 2022