

**STAFF RECRUITMENT, SELECTION, AND ASSIGNMENT PROCEDURES**

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing the most qualified staff member to fulfill the need based upon the skill, training, experience, and past performance. The following guidelines are established:

**Identifying Needs/Announcement of Openings**

- 1) Project staffing needs based upon program needs and funding.
- 2) Identify returning staff members, including returnees from leave of absence and excluding retirees.
- 3) All position opening announcements will be reviewed by the Superintendent or designee and distributed by the personnel office. The particulars of the position, including job responsibilities, required and/or desired qualifications, FTE, hours of work and other pertinent items will be reviewed with the immediate supervisor before being included in the position opening announcement.

Position opening announcements may be sent to other NWESD 189 locations for posting. Position openings which are advertised outside the NWESD 189 will receive broad dissemination and include an equal employment opportunity statement. Position opening announcements will be posted for a minimum of ten (10) days unless unusual circumstances make it necessary to reduce the posting period.

**Applications**

- 1) Applications will be accepted in the personnel office (including electronic applications).
- 2) A qualified applicant pool file will be established for each posted vacancy when all required materials have been submitted.
- 3) Applicant files will be retained according to records retention guidelines after the selection of the person for the position or unless statutorily required otherwise.

**Screening and Interviews**

The Superintendent's designee or the supervisor has the responsibility to screen applications for open positions. Initial and final screening shall be completed with the intent of identifying finalists for interview. When possible, at least three (3) applicants shall be interviewed for each available position.

Applicants will not be requested, required or otherwise compelled or coerced to: 1) disclose login information for their personal social networking account; or 2) access their personal social networking account in the presence of any NWESD 189 employee; or 3) add a NWESD 189 employee to their personal social networking account's contact list; or 4) alter the settings on their

personal social networking account to affect any third party's ability to view it. The NWESD 189 may not refuse to hire an applicant based on the his/her personal social networking account.

Interviews may be conducted by the supervisor and personnel director or a committee established for that purpose. All interviewed applicants will be notified of the final outcome.

All interview forms, correspondence, and materials used during screening, interviews, and decision making shall be retained by the NWESD 189 according to records retention guidelines.

### **Selection**

The designated administrator shall recommend to the Superintendent, using screening and criteria documentation, candidate(s) to fill vacant position(s). The recommendation(s) of the designated administrator will be given strong consideration by the Superintendent in making the appointment. The final decision rests solely with the Superintendent.

### **Job Descriptions**

The Superintendent or designee shall provide job descriptions, including position responsibilities and terms of service, for all personnel.

The Personnel department shall prepare an accurate job description for each position and submit the prepared description to the Superintendent for consideration, revision, if needed, and approval. Job descriptions shall be reviewed periodically by the Superintendent's designee who shall recommend necessary changes and submit the reviewed job description to the Superintendent for consideration, revision if needed, and approval.

### **Employee Orientation**

The payroll/personnel administrator and immediate supervisor shall be jointly responsible for the orientation of any newly-hired staff member. Such orientation shall be held as soon after hiring as reasonable. Topics covered shall include NWESD 189 policies, leaves, insurance, calendar, and other appropriate topics. The payroll/personnel administrator or designee will facilitate the orientation to assure the completion of disclosure, payroll, tax, and insurance forms; knowledge of site standards; and safety information. The supervisor shall facilitate orientation related to position requirements and expectations.

Supervisors shall be responsible for new employee orientation with regard to departmental operations, specific job-related training and information, and answering questions.

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