

HIRING PRACTICES
CAMPUS PERSONNEL SELECTIONS**DC-R**

THE FOLLOWING PROCEDURES SHALL BE COMPLETED IN THE SELECTION OF PERSONNEL WITH THE EXCEPTION OF HOURLY EMPLOYEES:

1. The supervisor or assistant superintendent for personnel is responsible for initiating the process to fill vacancies. Interviews will be scheduled and supervisors will be being notified.
2. Prior to a personnel decision being made, the supervisor must discuss all candidates with the assistant superintendent for personnel or superintendent.
3. It is recommended that a minimum of three (3) references be contacted.
4. The assistant superintendent for personnel or superintendent must interview all final selections.
5. The application file will be located in the office of the assistant superintendent for personnel. All original applications must remain in the file. Copies will be made as needed.
6. When individuals are hired or transferred within the district, an authorization to hire or transfer must be completed by the assistant superintendent for personnel or superintendent.

SPECIAL NOTE:

- A. Temporary position needs shall not be filled using a substitute unless approved by the assistant superintendent for personnel, assistant superintendent of business, or superintendent.
- B. New full time positions or new temporary positions shall not be filled without written authorization of the superintendent.
- C. Personnel assignment changes must have the written approval of the superintendent or assistant superintendent for personnel.