

## Hiring Process

The School Board considers foremost among its responsibilities the hiring process of all employees. The hiring process shall consist of advertising and/or posting for the vacancy, screening applications, team interviews and background checks of all applicants. The superintendent/personnel director will administer the administrative regulations defining the specific steps of the hiring process.

To hire effective, qualified, certified and/or licensed staff members, a vacancy shall be filled by appointing a screening and interview team made up of professionals to ensure fairness, equity and consistency in the hiring process. Each team member's confidential vote after each interview shall be equal to the others serving on the team.

Internal and external candidates for any position shall follow the same application/hiring process.

Credibility with the community members, professional associations as well as the administrative team and school team members is extremely important, therefore, shortcuts are unacceptable.

The following tasks are provided to ensure a consistent hiring process policy while the administrative regulations provide examples of the specific steps of the process.

### Hiring Process:

1. Accept a letter of resignation or retirement before initiating the hiring process;
2. Develop a calendar including the dates; closing, interviews, start day and announcement;
3. Review position descriptions and job descriptions for vacancy;
4. Select five to seven member team to conduct the hiring process for all full-time positions;
5. Determine the qualifies and qualifications for every vacancy;
6. Select appropriate questions;
7. Prepare an advertisement for the vacancy;
8. Revise the application applicable for each position;
9. Screen the application, letters of recommendations and references;
10. Check licensure, endorsements and certifications;

11. Select finalists (an A and B candidate in case one does not accept the offer);
12. Check references including criminal and state background checks;
13. Negotiate salary placements according to salary schedules;
14. Announce the selection ASAP after conducting 3-5 intensive reference checks;
15. Select applicants to interview, schedule interviews, arrange for community interest groups and Q and A sessions for superintendent candidates;
16. Arrange tours of the schools and community for the superintendent and/or administrator finalists;
17. Visit the communities of candidates for superintendent and administrators.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.505](#)

[ORS 342.845](#)