

Screening/Interviewing Process

1. Purpose

To employ the best qualified applicant for positions approved by Rainier School District# 13 school board.

2. Screening Committee Responsibilities

Immediately following the deadline for applications for any position, the screening committee members shall:

- a. Review all current applications.
- b. Decide on an employment timeline.

This should include an:

- (1) Interviewing timeline.
- (2) Recommendation timeline.
- (3) Notify hiring director of successful candidate.

3. Interview Chairman Responsibilities

- a. Shall prepare F-513-4a Recommendation for Employment Form when the finalist is selected and turn into district office secretary. Applicants will not be notified except in an emergency of any decision until the superintendent has notified the school board of the pending recommendation.
- b. Will notify the successful candidate 72 hours after Board notification.**
- c. After the applicant's acceptance, the other candidates who were interviewed will be notified they were not chosen.

NOTE: The ultimate employment decision belongs to the school board and will consummated during the next regular public meeting.