

Silver Falls School District 4J

Code: **GB-AR(1)**
Adopted: 5/9/89-E
Readopted: 9/8/97; 7/12/99; 11/106

Hiring Procedures - External

Event

Responsible

Vacancy reported
Request for search

Supervisor to Human Resources Office

Job description/requirements reviewed

Director of Human Resources

Vacancy announced (internal/external)

Human Resources Office

Open applications

Human Resources Office

Applications received

Human Resources Office

Screen

Supervisor and/or Interview Panel

Preliminary interviews

Supervisor and/or Interview Panel

Interviews

Supervisor and/or Interview Panel

Reference checks

Supervisor and/or Interview Panel

Through Criminal Background Check

Human Resources Office and Willamette ESD

Decision made

Board approval (licensed only)

Orientation/Induction

Supervisor