



Interviewing, Recommending and Hiring Candidates

Candidates shall be interviewed by a committee selected and facilitated by a supervisor. After reference checks have been conducted, the supervisor shall recommend the selection of a candidate for hire to the department director. The director shall review the candidate selection, confirm verify budget resources, and upon approval, submit to human resources.

Human resources will conduct a criminal background check, verify position requirements (licensure, education, certification, etc.), and determine salary placement. The director of human resources will submit the candidate selection to the superintendent for final approval. A second interview process may be conducted by the superintendent prior to final approval and Board recommendation for employment. Only after the superintendent's approval shall an employment contract be offered and a start date established. Human resources will ensure that all interview and hiring paperwork is complete and filed in a manner compliant with Oregon Revised Statute and Willamette ESD policy.

It is in the best interest of the Willamette ESD, its relations with staff, our public and stakeholders, that there be no basis for any claim of preference given to relatives¹ of Willamette ESD employees, in particular Willamette ESD administrators. Hence, the superintendent shall not allow any relative of supervisory employees to be hired into the same department. This applies to all employee groups, including Temporary and Intern positions.

The superintendent must comply with Board policy GBC - Staff Ethics when a relative is seeking/or holds a position with Willamette ESD. In addition to complying with "Conflict of Interest" requirements, the hiring of the superintendent's relative must be approved by the board of directors.

¹As defined in Oregon Revised Statute (ORS) 244.020(15).