

**SUBJECT: PROFESSIONAL STAFF HIRING**

The District administration may utilize a committee process for the purpose of screening candidates. Any such committees shall be solely advisory and shall not embody any specific authority relative to the disposition of any candidate. The administration shall take measures to assure that membership on any such committee shall be neutral with respect to prior knowledge and/or relationship with any candidate(s), and that members shall not be in a position (such as pending tenure) which may render the successful candidate beholden in any manner.

In instances of vacancies in top administrative posts, the Superintendent will offer the Board an opportunity to interview the nominee before the Board acts on the nomination.

No person shall be considered employed until a resolution to that effect has been approved by the Board of Education.

The Superintendent shall develop regulations regarding the pre-employment drug screening of all new employees.

In the interest of fairness and openness the Board requires that the hiring process be conducted with a high level of transparency for all applicants. As such, the Board requires absent an express waiver by the Board, the following minimum hiring requirements for all positions that will accrue time toward seniority or will be applied to reduce a probationary period of employment.

- Positions must be posted on a job posting location recognized in the industry (OLAS, periodicals, etc.) for a period no shorter than 10 calendar days and no interviews will begin before the final posting date.
- An advisory committee of staff with related work experience and/or supervisory responsibility for the specific position as delineated above will be empanelled for interviews and a common scoring matrix be used by the panel for all applicants. Administration, at its discretion, may add other individuals to the committee.
- A consent and waiver shall be signed by all applicants pursuant to which the applicant consents to the reference check and the internet search of social media sites and releases perspective and former employees from liability associated with the reference check and internet search. Information obtained from the background check and internet search shall be reviewed and utilized in the same manner for all potential applicants.
- A disclosure statement presented to and signed by all interviewed candidates after the interview is conducted identifying family relations (blood and marriage) employed within the district or serving on the Board of Education and provided to the Board for candidates.

(Continued)

**SUBJECT: PROFESSIONAL STAFF HIRING (Continued)**

- A statement from the Asst. Superintendent of Personnel provided to the Board for the meeting in which new appointments will take place that all background information on a recommended candidate has been confirmed as accurate in accordance with the attached checklist; and an internet search of the candidate's social media representations have been reviewed for appropriateness and alignment with provided professional history.

In situations where a candidate for a position has identified a relationship to an existing employee or Board member, the district take additional care to avoid any potential favoritism. In these instances, employee(s) related to the applicant will have no participation in the review or selection process, the Board will be provided a packet illustrating adherence to all of the above outlined steps along with copies of resumes for other applicants.

Re-Adopted: October 10, 2012

Re-Adopted: **July 23, 2014**