

**STAFF AND PERSONNEL  
SERIES 400**

**401.1**

**POLICY TITLE: RECRUITMENT AND HIRING**

The basic goal in recruitment and selection of all personnel shall be to fill open positions with individuals who best meet established qualifications and who appear most likely to succeed in the position to which they are to be assigned.

The Superintendent shall continually recruit well-qualified applicants for positions requiring certification.

Highly qualified and desirable applicants shall be sought from both internal and external recruitment and shall be given equal consideration. Selection shall be based solely on merit and eligibility, and shall not be affected by an applicant's color, creed, race, gender, disability, ethnicity or any other recognized protected classification.

Recruitment for all positions shall consist of posting the position opening, for fourteen (14) days, in the teacher's lounge in schools, the maintenance and operations office, the food service office, and the District Office. The District may also choose to advertise openings in local newspapers and career centers in regional universities. In the situation of a mid-school year vacancy or an emergency opening, the Board grants to the Superintendent the authority to deviate from these recruitment practices, including specifically the fourteen (14) day posting requirement, at the Superintendent's discretion, so as to quickly fill the position with a qualified applicant at the earliest possible opportunity serving the best interest of the District's students.

All letters of application, forms, and placement office credentials shall come to the Wilder School District #133 through the Office of the Superintendent. The Superintendent will acknowledge all applications and file them appropriately.

The Superintendent and/or designee(s), shall review the qualifications of all candidates for the position. Candidates shall be screened in terms of such job-related qualifications as shall be delineated on position descriptions and requirements to carry out the tasks incumbent in the position.

With regard to any applicant and as part of the application packet, the school district shall require the applicant to sign an authorization allowing for current and past public school employers to release information relating to the applicant's job performance and/or job related conduct while employed with that public school. If an applicant refuses to sign the authorization, the applicant cannot and will not be considered for employment with the District.

Before hiring any applicant, the Wilder School District shall request of the applicant's current and former public school employers, including out of state public school employers, information

relating to the applicant's job performance and/or job related conduct. In making this request, the Wilder School District shall provide the current and/or former public school employer a copy of the signed authorization form releasing this information to the Wilder School District.

Before hiring an applicant for any position requiring a certification issued by the State Superintendent of Public Instruction, the Wilder School District shall also request from the Office of the Superintendent of Public Instruction verification of the certificate status as well as inquire as to any past or pending violations of the professional code of ethics and information relating to job performance as held by the State Superintendent's Office and in accordance with the Idaho Code.

Pursuant to statute, information that is obtained from past or current public school employers as well as the information obtained from the Office of the State Superintendent of Public Instruction will be used by the District for evaluating the applicant's qualifications for employment in the position for which the individual has applied. This information will be held as confidential and will not be disclosed by any administrator, hiring committee member or Board Member of the Wilder School District to any individual other than the applicant

A personal interview with each finalist is considered the most satisfactory method of selection. The interviewer(s) shall record, in writing, an assessment of the candidate. All candidates shall be asked identical questions with provision for in-depth interviews.

The Board of Trustees shall make the final selection based upon the recommendation of the Superintendent.

Revised: January 9, 2012

Revised: August 12, 2013