

RECRUITMENT AND SELECTION

A. Purpose and Scope

To provide guidance and direction for principals and/or other administrative personnel regarding recruitment and selection of classified employees.

B. General

1. Superintendent or designee shall determine the personnel needs of the District.
2. Suitable candidates shall be recommended to the Governing Board for employment.
3. No inquiry shall be made with regard to age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.
4. Prior to initial employment, a physician shall certify to the Superintendent and/or designee that employees in designated positions are in good health and in fit condition for service.
5. It shall be the duty of the Superintendent and/or designee to see that persons nominated for employment shall meet all qualifications established by law and by the Governing Board for the type of position for which nomination is made.

C. Forms Used and Additional References

1. Application
2. Written examination
3. Letters of recommendation
4. Physical examination

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D. Procedure

Screening Procedures

The screening of applicants shall be the responsibility of the Associate Superintendent for Human Resources and Supervisor involved, and may include any combination of the following:

1. Written examination
2. Personal interview
3. Letters of recommendation
4. Evidence of proficiency
5. References
6. Contact with former employers
7. Physical examination
8. A valid driver's license

Selection

The final selection shall be made by the Board of Trustees upon the recommendation of the Associate Superintendent for Human Resources and the District Superintendent.

Qualifications

Applicants for classified positions will, after interviews by the Associate Superintendent for Human Resources or appropriate supervisor, and a check of references, be recommended by the Superintendent and the Associate Superintendent to the Governing Boards.

Citizenship

No applicant for a classified position will be denied consideration for a position with the Tracy Public Schools for reasons of non-citizenship in the United States.

Application Procedure

All applications for employment in the classified service must be made on official forms furnished by the Human Resources Office.

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E. Reports Required

Agenda item

F. Record Retention

Personnel file

G. Responsible Administrative Unit

Human Resources

H. Approved By

Associate Superintendent for Human Resources