

## **POST FALLS SCHOOL DISTRICT NO. 273**

Procedure Title: Non-Certified Personnel: Employment

Section Title: Hiring Practices

Sub-Section No. 602.1a

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The hiring procedure for non-certified employees shall be as follows:

1. At such time as an opening occurs for which there is no reassignment or transfer of a currently employed non-certified employee, a notice will be posted that the district is accepting applications for employment. The posting will be at least three (3) working days prior to the last day determined for accepting applications. Applications will be received by the district until the date described in the notice.
2. The applications will be reviewed by the person primarily responsible for the supervision of the position being applied for and/or such other person(s) as the district superintendent of his/her designee may direct. The review will determine which employees or applicants meet the criteria for the position and will be selected for interview. The persons responsible for reviewing will check any references and/or make any background checks deemed appropriate.
3. The interview process will take place within a reasonable period of time after the last day for receiving applications.
4. Upon completion of the interviews the responsible person(s) will select a candidate for employment, notify the candidate of his/her selection and give instructions to the employee for reporting to the business or other administrative department of the district for the purposes of being processed for employment.

Adopted: 3/10/87

Amended: 4/8/96

Reviewed: 2011