

Applications	All applications for employment shall be electronically submitted to the Human Resources Department, and Human Resources shall acknowledge and process all applications.
Notification of Vacancies	Principals and other administrators shall inform Human Resources of definite vacancies as well those that may be pending. Qualified applicants may be contacted by Human Resources staff, the principal, or department director to arrange applicant interviews.
References	References are contacted by Human Resources or designated administrators via telephone. Telephone references and interviews must be conducted in accordance with District policies and regulations [See DAA]. Telephone references shall be notated electronically and saved in the applicant's electronic file as documentation.
Recommendation for Employment	When a decision has been made to recommend a candidate, a Personnel Action Form (PAN) is electronically forwarded to the Human Resources Department. Upon final review and approval of the applicant by Human Resources, a letter of assurance is provided to the applicant. Only the Assistant Superintendent for Human Resources or designee may offer employment. The employment of former, temporary, and part-time employees follows the same procedures as new employees.
Personnel Records	For employment purposes, the personnel record of employees and applicants may be reviewed on a need-to-know basis in Human Resources. Confidential records may be accessed but are not to be removed from the Human Resources Department without the direct approval of the Assistant Superintendent for Human Resources or the Superintendent.
Evaluation of Credentials	Evaluation of credentials and status of certification of applicants and employees shall be determined by the Assistant Superintendent for Human Resources or designee prior to offering employment. Administrators shall not send a recommendation to Human Resources for processing until the PAN form is complete and final approval has been given.
Employment Procedures	<p>Step One</p> <p>A minimum of ten (10) calendar days is required as posting time. Listed position must appear as per approved job description, and changes in qualifications and/or title must have received prior approval.</p> <p>Step Two</p> <p>The vacancy will be posted on the district website and the administrator will receive the positing identification number. Each posting will remain on the district website</p>

until the administrator requesting an employee submits a completed PAN to the Human Resources Department and the job offer has been accepted.

Step Three

After the deadline is reached, administrators will consider and screen all applicants who have applied. The Human Resources administrator may call in prior applicants for administrative positions. A minimum of three interviews per posting is required. Consistent criteria for selection of applicants to be interviewed are mandatory. The screening criteria will be included in the electronic PAN along with the list of applicants interviewed.

Step Four

The requesting administrator or designee will then schedule any interviews.

All references checked by the administrator via telephone communications will be documented electronically and saved in the applicant's electronic file. Because of legal ramifications, original applications will be reviewed within the Human Resources Department only. Any exceptions must be approved by the Assistant Superintendent for Human Resources.

Step Five

After applicant is selected, the administrator will submit an electronic PAN. The Human Resources Department will then contact applicant to offer position and extend information on beginning date and procedures for completing necessary "induction" online documents. Human Resources will email a standard letter to those who have applied for the position informing them that the position is no longer available.

Step Six

Chosen applicants will work with the Human Resources and Business Services Departments to complete the onboarding process. This will constitute closure of the vacancy.

**Procedures for
Hiring Retirees**

Eligibility for Rehire	In accordance with law, in considering applicants for professional educator positions, the District must give preference to certified applicants who are not retirees. (Section 824.602(a)(m)(3) of the Government Code).
Preference to Certified Applicants	Documentation will be maintained by the Human Resources Department to demonstrate that preference was given certified applicants who are non -TRS retirees.
No Guarantee for Rehire	Retiree candidates considering applying for the opportunity for re-hire must be aware the District cannot in any way promise or guarantee post-retirement employment. Positions will be vacated and posted as required by District policy.

Recruitment

Liaison with colleges and universities and other appropriate organizations is established to promote active recruitment of promising candidates for teaching positions in the District. Staff members are encouraged to suggest outstanding candidates with whom they have been associated professionally to the Human Resources Department. Additional recruitment methods include, but are not limited to:

1. Advertisements
2. Job fair participation
3. Intern's/student teachers
4. Focused recruiting efforts