
ADMINISTRATIVE REGULATIONS**PER-37****SECTION: Personnel****SUBJECT: Posting and Interviewing for Vacancies****1/15/08**

All vacancies in the Nederland I.S.D. will be posted on the Nederland I.S.D. Internet at the following location:

www.nederland.k12.tx.us

At the Internet location, all vacancies can be located under the title *"Employment Opportunities"*.

All job vacancies, except teachers, are posted at the Personnel Office in the Administration Building, each campus, and each department director's office. Each vacancy will be posted for a minimum of **ten (10) working days**.

Each administrator who anticipates an opening has the authority to seek applicants and interview candidates of his or her choosing prior to, during, or after receiving a listing of all whom have applied by the posted deadline for receiving applications. However, all applicants solicited by administrators must have an application on file in the Personnel Office and if the applicant is on another campus, the administrator must talk with the campus principal before the applicant can be interviewed.

After the list of all applicants is established, if there are fewer than three (3) applicants, all applicants must be interviewed. If more than three (3) applicants have applied, the administrator may establish a screening process to determine a minimum of three (3) applicants who have met the stated requirements to interview. The administrator will be responsible for establishing the screening process, which may include other teachers, administrators, or district employees.

After the screening process and interviews have been completed, the administrator must make the recommendation to the Superintendent to employ the selected applicant.

The Superintendent will **approve all employment recommendations** and only after the Superintendent's approval can an offer of employment be made to the applicant.