

## RECRUITMENT AND SELECTION

### Advisory Hiring Committee Procedures

An “Advisory Hiring Committee” shall be formed to provide recommendations for hire for all vacancies excluding temporary positions and the position of the Superintendent. For each vacancy, committee members will be selected by the Superintendent based upon the relationship to the vacancy and shall at least include the following:

- Direct Supervisor
- An Administrator
- A Parent/Staff member

It is understood that there may be times when other committee members are added at the discretion of the Superintendent.

The Board may, at the recommendation of the Superintendent, authorize the District’s involvement in job fairs(s) held in Alaska and Outside. In each case, local candidates with applications on file will be reviewed prior to the team departing Craig and will be given equal basis for consideration with all other candidates of an opening

The Superintendent will serve as chair for general recruitment periods and will appoint the administrator as chair when not participating in the interviewing process.

For each vacancy, committee members will review all applicant files, including any relevant files of applicants. The chair is responsible for seeing that references are contacted, scheduling interview date(s) and time(s), and compiling a list of specific interview questions.

The chair shall submit the committee’s recommendations(s) for hire to the Superintendent.

The Superintendent has the responsibility for making the final recommendation to the Board.

*Revised 3/11*  
*Reviewed 12/2014*  
*Revised 2/2019*  
*Reviewed 4/2021*