

CLASSIFIED STAFF HIRING PROTOCOL

	TASK	RESPONSIBLE	
1	Identify Position Responsibilities, Assignments, Review Job Description	Principal / Supt.	
2	Submit "Request to Post" Form	Principal	
3	Advertise Position	Supt. Secretary	
4	Initiate Staff Hiring Protocol Form	Supt Secretary	
5	Review / Screen Application Materials	Principal / Supervisor / Bldg. Secretary	
6	Schedule Interviews	Principal / Supervisor / Bldg. Secretary	
7	Conduct Interviews	Supervisor and Designees	
8	Selection of Candidate	Principal / Supervisor	
9	Contact 3 References	Principal / Supervisor	
10	Submit "Hiring Recommendation" Form	Principal / Supervisor	
11	Send all Interview Notes to Supt. Secretary	Principal / Supervisor	
12	Submit names off all internal applicants to the 284 Union Steward*	Principal / Supervisor	
12	Recommendation to School Board	Superintendent	
13	Criminal Background Check	Supt. Secretary	
14	Prepare Contract	Supt. Secretary	
15	Schedule Meeting With Payroll	Principal / Supervisor / Payroll Coordinator	
16	Conduct Orientation	Principal / Supervisor	
17	Thank You Letters to Candidates not Selected	Principal / Bldg. Secretary	
	*For Local 284 Union Members Only		