

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

<b>PROCEDURES</b> Section 300.5, Pages 2
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**APPLICANT AND HIRING POOL PROCEDURES**

1. Human Resources Department maintains applicant files at the District Office.
2. Only those individuals who have established an active file of candidacy with Human Resources Department, Mountain Home School District No. 193, will be considered candidates for certified vacancies.
  - a. Applications are kept on file for the current school year in which they were submitted.
3. Active files of candidacy will be reviewed by a team of certified personnel from each building in the District. The teams will consist of administrators and teachers. This team will determine which candidates will be called in for interviews. The determination of the team is not subject to appeal.
4. The Human Resources Department will assist building administrators in developing the interview schedule.
5. Placement in the Hiring Pool DOES NOT mean:
  - a. The candidate is guaranteed a position within the District.
  - b. The candidate will not be required to participate in additional district-wide or building-wide interviews.
  - c. The candidate is given preferential consideration over others who have yet to go through the interview process.
6. A new Hiring Pool is developed each year.
7. A candidate placed in the Hiring Pool in one year is not automatically placed in the Hiring Pool for the next year. He/she must go through the formal interview process in order to qualify for placement in the Hiring Pool for the current year.
8. The development of each year's Hiring Pool commences with the initiation of the in-district transfer process.

**CERTIFIED STAFF HIRING**

Once teacher candidates have been interviewed and placed in the hiring pool:

1. Do not contact the teacher candidate(s) without first checking with Human Resources.

2. If candidate(s) call the building administrators, refer them back to Human Resources. Do not give out information about their candidacy, jobs in other buildings, names, and phone numbers of administrators, etc.

March 13, 2001  
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