

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

**PROCEDURES**  
Section 300.4, Pages 1

**CERTIFIED STAFF INTERVIEW PROCEDURES**

1. Unless approved by Human Resources Department, all dates and times for certified interviews will be scheduled by Human Resources Department and interviews will be held at the District Office.
2. The principal initiating the request for the interview is in charge of the interview process.
3. Once the interview is concluded, the following may take place with the approval of District Administration (Human Resources Department):
  - A. If qualified, the candidate may be placed in the Hiring Pool. Those candidates placed in the Hiring Pool, are eligible for employment, and may not be required to go through another formal interview. Once placed in the Hiring Pool, the teacher applicant is eligible for hire by any principal with a vacancy for which the candidate qualifies.
  - B. The teacher candidate may be offered employment with the District.
    1. In the event that the administrator in charge of the interview is not in a position to make an offer of employment, the teacher applicant is eligible for hire by any principal in attendance with a vacancy for which the candidate qualifies.

ADOPTED: March 1, 2001  
Reviewed: January 23, 2017

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