

MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO

PROCEDURES Section 300.7, Pages 1

CLASSIFIED PERSONNEL HIRING PROCEDURE

The steps that need to be followed by building administration/department supervisors when a classified position opens up in the building are as follows:

- A. Vacancy is announced on the District website (www.mtnhomesd.org).
 - 1. The position becomes open outside of the District.
 - 2. Anyone has the right to apply for the open position.
 - 3. Building administration/department supervisors should examine the applications and arrange interviews with those you feel meet your qualifications. When possible, more than one candidate should be interviewed.
 - 4. After interviews have been completed and the position has been offered to and accepted by the successful candidate, building administration is obligated to contact those candidates who were interviewed and rejected. It is expected that building administration will be prepared to state reasons for the candidate's rejection.

- B. Applicant names and qualifications are forwarded to:
 - 1. In the case of instructional and office personnel – building principal and program director, when appropriate
 - 2. In the case of custodial and maintenance personnel – maintenance director
 - 3. In the case of food services personnel – food services director

- C. District Office, building principal or designee, and program director or designee establishes the candidate interview pool.

- D. Following District Office confirmation of the candidate interview pool, interviews are conducted.

- E. Candidate is selected.

- F. District Office is notified of the name of the candidate selected.

- G. E-mail notification of candidate selection sent to ~~assistant~~ superintendent, human resources, building principal, and program director, when applicable.

January 9, 2001
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