SCHOOL DISTRICT OF COLBY HIRING PROCESS

EMPLOYEE	PRINCIPAL/DIRECTOR	DIST. OFFICE PERSONNEL	SUPERINTENDENT/BOE
Write Letter of Resignation to Principal/Supt. Creating Vacancy			
	Receive Letter of Resignation from Employee		Receive Letter of Resignation from Employee
	Decision to Fill Vacancy		Decision to Fill Vacancy
	Complete Vacancy Notice Send to District Office		
		Generate Vacancy Posting	
		Post Vacancy – Intra-district & with Outside Agencies/ Web	
Complete and Submit Timely		Pages	
Application and Letter of Interest,			
Copies of Licenses & Transcripts			
		Solicit Candidates Who Complete Timely Application Forms	
		Create database of each applicant pool (including email	
		address). Maintain checklist of applicant materials.	
	Review Applications & Set Interviews	Mantan eleckist of applicant materials.	
	Identify/Convene Interview Team		
	Prepare Interview Questions		
	Conduct Interview		
	Interview Team Completes Rating Scale / Identifies Candidate-of-Choice		
	Complete Interview Documentation in Application		
	Conduct Prospective Employee Reference/Background Check(s)		
	Contact Candidate-of-Choice – Still Interested?		
	Write Letter: Recommendation to Hire Send to Supt.		
			Arrange for Letter of Intent to Hire To be Send to Candidate-of-Choice
			Place Recommendation on Board of Ed. Agenda
			- Board Consideration/Approval
	Solicit Mentor – Notify District Office		
		Letter to New Employee Notifying of BOE Approval With	
		Contract, Details for Orientation, Etc.	
File, Payroll, Insurance Forms			
		Send Letters of Regret to interviewees not recommended for hire.	