

## **SUPPORT STAFF – RECRUITMENT/HIRING**

Because support staff play such a vital role in the effective operation of the School District of Colby it is important that excellent people be hired for these positions. Therefore, every applicant filing an application is to be given equal consideration for employment. The recommended procedure for selecting candidates for interviewing and for hiring is as follows:

1. Review of the applications is to be done first by the immediate supervisor.
2. The immediate supervisor is to rank the applicants for the position from the most desirable candidate to the least desirable candidate.
3. The immediate supervisor shall interview as many candidates as possible to get a good idea of the quality of the candidates.
4. The immediate supervisor is to meet with an administrator to discuss the merit of the applicants interviewed and provide the rationale for selecting the candidate to be recommended to the Board of Education for hiring.
5. The District Administrator, after consultation with the immediate supervisor, shall make a recommendation to the Board of Education of the person to be hired.

Selection of support staff personnel is to be determined on the following factors:

1. Training, experience and skills for the position.
2. Ability to accept constructive criticism from the immediate supervisor or other administrative staff.
3. Appearance and grooming is appropriate for a school setting.
4. Can communicate and work effective with people.
5. Is capable and willing to gain additional training for the position.
6. Can demonstrate excellent work attendance, punctuality to work and an excellent work ethic.
7. The person being recommended for hiring must successfully pass a criminal background check.

The prospective employee must have the results of a physical examination and negative tuberculin test on file before beginning employment. The candidate may be employed on a temporary basis until formal approval is made by the Board of Education.

CROSS REFERENCE:       Exhibit #543-School District of Colby Application for Employment  
                                  Exhibit(1) #533-School District of Colby Hiring Process