

# Salinas Union High School District

## **RECRUITMENT AND SELECTION**

### **Procedure For Hiring Classified Personnel**

1. Upon written notification of a resignation or termination, the site manager in charge of classified personnel shall submit a written request to the Assistant Superintendent-Personnel Services to open the position. New positions require the approval of the Board of Trustees.
2. Upon approval of the Assistant Superintendent-Personnel Services, the position vacancy shall be advertised. Article XII of the District/CSEA contract contains provisions as to procedure.

In addition to postings at the District job sites, job announcements may be sent to various private and public employment agencies, surrounding school Districts, and may be advertised in local and nearby city newspapers.

3. All applications are received by the Personnel Office, including those of District employees.
4. Appropriate testing shall be scheduled by the Personnel Office when a vacancy occurs.
5. Application papers and interview forms are sent to the site manager in charge of classified personnel for review and scheduling of interviews.
6. After interview, the site manager completes the "Interview Information Form" indicating the name of the recommended candidate, and returns it to the Personnel Office with all application and interview papers.
7. The Personnel Office conducts reference check on the recommended candidate. The approval of the Assistant Superintendent-Personnel Services is required on the recommendation.
8. The position is offered to the successful candidate.
9. Sign-in papers are completed by the new employee at the Personnel Office. An Assignment to Payroll is forwarded by the site manager to the Personnel Office upon the hiring of a new employee.

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