

## BANKS SCHOOL DISTRICT Procedure When Hiring New Personnel

1. **Superintendent** authorizes vacancy announcement
2. Site Administrator works with *Administrative Assistant* to design vacancy announcement.
3. *Administrative Assistant* distributes vacancy announcement. including on-line listings as applicable
4. *Administrative Assistant* receives applications.
5. *Administrative Assistant* provides file with all applications to Site Administrator.
6. Site Administrator:
  - completes paper screen
  - does advance reference checks
  - designates finalists to be interviewed
  - appoints interview committee
  - interviews finalists
7. Site Administrator recommends candidate to **Superintendent** for approval (providing recommended candidate's application file and completes the Site Administrator part of the Notification of Personnel Status.
8. **Superintendent** determines placement of candidate for payroll.
9. Upon receiving approval notification from **Superintendent**, Site Administrator notifies successful candidate and communicates with all other candidates that were interviewed.
10. Applications of all unsuccessful candidates are returned to District Office.
11. *Administrative Assistant*:
  - sends letter of intent to new employee
  - sends letters of regret to non-interviewed, non-hired applicants
  - places new employee on agenda of next board meeting for formal approval
  - following board meeting, sends new employee an approval of employment notice/prepares contract
  - distributes information to new employee i.e. contract, employee handbook, insurance agent of record information, direct deposit information, etc.
  - sets up personnel/payroll file