

JOB POSTING: CLASSIFIED SERVICE

- A. An employee who applies for a posted job vacancy must complete an "Application and Supplementary Employment Information" form which outlines his/her work experience, education, and other related job vacancy information. These application forms are available at each high school office, and the Human Resources office. Completed forms must be forwarded to the Human Resources office within five (5) working days from the date of the job bulletin to be considered. An interested employee applicant should also inform his/her supervisor of the application.
- B. The Assistant Superintendent, Human Resources, will review the application forms to check basic qualifications. If an employee is found to be unqualified, he/she will be informed of the reason(s) and possible actions to be taken in the future which may assist him/her to qualify for similar job openings in the future.
- C. If the employee is found to be qualified for the job vacancy, the Assistant Superintendent, Human Resources or designee, will either arrange for a personal interview and/or panel interview, depending upon the department in which the job opening occurs.
- D. A District candidate will be evaluated on his/her qualifications as they relate to the job vacancy employment standards along with performance on his/her present position and satisfactory attendance. Length of District service will be a secondary factor to outstanding job performance and qualifications.
- E. The Assistant Superintendent, Human Resources, will notify all candidates of the selection decision. If an employee is selected, he/she will be notified by the Assistant Superintendent, Human Resources, of the official offer which will include new salary, hours of work, effective date, and work location.
- F. An employee's intra-District application for a job vacancy, which does not result in a transfer and/or promotion, shall in no way have a detrimental effect on any future promotions and/or transfers.
- G. All application forms will be filed in an employee's personnel folder.

Procedure approved: January 3, 1975; September 19, 1978; March 22, 1999;
September 12, 2000; September 6, 2005; January 12, 2010