

Standard Hiring Procedures

The development of a *Standard Hiring Procedures* is an important personnel step for a school district. The *Standard Hiring Procedures* should be developed and directed by the Superintendent or Director of Personnel, with the district's administrators. When the *Standard Hiring Procedures* is an agreed plan of operation the Superintendent and administrators can move through the hiring process with confidence.

Standard Hiring Procedures:

- Should reflect the philosophy of the Superintendent of Schools and the district's administrative team, and Board Policy;
- Should treat applicants with sensitivity and respect; and
- Should minimize the potential for legal challenges.

Some Thoughts on the Standard Hiring Procedures

1. The Standard Hiring Procedures should be reviewed by the School Attorney when first developed and then whenever significant changes are proposed.
2. The Standard Hiring Procedures should reflect what works for your district – size of your administrative staff, level of teacher involvement in the hiring process, etc.
3. The Standard Hiring Procedures should be revised as needed and reviewed with administrators at the end of the spring/summer hiring cycle and again at the start of the spring/summer hiring cycle.