

1 **MOUNTAIN HOME SCHOOL DISTRICT NO. 193**

2 **MOUNTAIN HOME, IDAHO**

3
4 **PROCEDURES**

5 Section 300.7, Pages 1
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8 **CLASSIFIED PERSONNEL HIRING PROCEDURE**

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10 The steps that need to be followed by building administration/department supervisors when a
11 classified position opens up in the building are as follows:

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13 A. Vacancy is announced on the District Job-line and website (www.mtnhomesd.org).

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15 1. The position becomes open outside of the District.
16 2. Anyone has the right to apply for the open position.
17 3. Building administration/department supervisors should examine the applications and
18 arrange interviews with those you feel meet your qualifications. When possible, more
19 than one candidate should be interviewed.
20 4. After interviews have been completed and the position has been offered to and accepted
21 by the successful candidate, building administration is obligated to contact those
22 candidates who were interviewed and rejected. It is expected that building
23 administration will be prepared to state reasons for the candidate's rejection.
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25 B. Applicant names and qualifications are forwarded to:

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27 1. In the case of instructional and office personnel – building principal and program
28 director, when appropriate
29 2. In the case of custodial and maintenance personnel – maintenance director
30 3. In the case of food services personnel – food services director
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32 C. District Office, building principal or designee, and program director or designee establishes
33 the candidate interview pool.

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35 D. Following District Office confirmation of the candidate interview pool, interviews are
36 conducted.

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38 E. Candidate is selected.

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40 F. District Office is notified of the name of the candidate selected.

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42 G. E-mail notification of candidate selection sent to ~~assistant~~ superintendent, human
43 resources, building principal, and program director, when applicable.

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46 January 9, 2001

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47 Revised: January 23, 2012

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