

HIRING PRACTICE FOR CLASSIFIED PERSONNEL

1. A roster of qualified applicants will be on file in the Office of Human Resources (OHR). All properly submitted applications will automatically be eligible for job consideration in the specific field applied for. Application files must be up-dated yearly by March 1.
2. Job openings will be advertised by the OHR. The notices will be placed at Job Service, in the three local newspapers and in the weekly Nebo Bulletin. Principals/supervisors should call the secretary in the OHR with specific details about the position being advertised. All applicants must be registered with Job Service.
3. All applicants meeting the requirements of the advertised position will constitute a pool of candidates for said position. It is unnecessary for applicants to call the principal, supervisor or the OHR since all applicants in the District job pool will be considered.
4. Each principal/supervisor with a job opening will contact the OHR, review the applications in the District candidate pool, and select the most qualified applicants for the interview process.
5. Job interviews should be done by the supervisor/principal. Interviews by committee are not recommended because of the increased risk of inappropriate interactions. A committee, including an administrator, could be used for a "paper screening" process and their recommendations for interview could be reviewed by the principal/supervisor.
6. **The principal/supervisor may not tell the prospective employee that he/she will be recommended to the Board for hiring approval. The principal/supervisor can only say that they will be informed when a hire decision has been made.** Once a candidate is selected, the principal/supervisor will send the necessary information on the authorization to hire form (pinkie) to the secretary in the OHR. **Please fill out section A with all needed information!** The recommendation will be reviewed for approval by the appropriate district personnel. Once approval is given, the principal/supervisor will be notified by the OHR that the prospective employee is hired pending completion of the hiring process. The principal/supervisor will notify the prospective employee that he/she is hired pending approval by the Board of Education. **Work should not begin before the prospective employee meets all job requirements (fingerprinting, TB tests, etc.) in the OHR. A copy of the completed authorization to hire form will be given to the prospective employee and work can begin as soon as this form is presented to the principal/supervisor.** The original copy of the hire authorization form will be sent to the Business Administrator and payroll department so that the payroll process can begin. Final approval always rests with the Board of Education.

7. After the new employee has been properly approved by the principal/supervisor and the staff at the District Office, and the hiring process is complete, except for Board approval. Unsuccessful applicants will be notified as soon as possible.
8. Any person who has retired from the Utah Retirement System will not be given credit on the classified salary schedule for more than five (5) years of job-related experience without the approval of the Nebo School District Board of Education.

Approved: 1-24-01