



PERSONNEL

Recruitment and Selection of Staff

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing a staff member who is the most qualified to fulfill the need based upon the candidate's skill, training, experience and past performance.

- A. Enrollment projections and program needs will be analyzed and used as a basis for developing staffing allocations for each worksite/program.
- B. Openings will be identified and positions will be posted.
- C. Candidates will be screened using established criteria.
- D. Interviews will be conducted and references will be verified for all candidates being recommended for employment.
- E. Select candidate(s) to be recommended for hire and submit all supporting documentation to the Human Resources Department for review.
- F. The Human Resource Department will review all available information to assure that the recommendation process meets the standards for employment.
- G. The recommendation will be presented to the board for approval.