

# Storey County School District Policy Manual

## Section: Personnel

### Title: Staff Hiring Practices

*Adopted: September 1982*

*Revised: June 1991;  
18 November 1997; 4 March 1998 &  
GMC99-see note below (\*)  
10-23-02*

*Previous Policy Number: GCD-R*

*Presented as below to School Board for Review on 8-8-2000 & 3-28-01 & 4-25-01*

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## STAFF HIRING PRACTICES

The purpose of this policy is to provide an overview of the roles and responsibilities of the Board and Superintendent, Administrators or Director(s) in the hiring process. This policy also provides a process which will be utilized by Storey County School District in hiring all District personnel. All activities related to the employment of personnel shall be in accordance with the current agreements between Storey County School District and the recognized labor bargaining units.

### I. Roles and Responsibilities

Superintendent shall be responsible for:

1. Overseeing the hiring process to ensure consistent compliance with all hiring policies and procedures.
2. Reviewing all newly created or vacant position requests and completing the advertising process. All positions must have reviewed job description(s) prior to advertising. If no candidates are deemed qualified the position will be re-advertised.
3. Conduct follow-up interviews if needed.
4. Making all final recommendations to the Board of Trustees. The recommendations will include a summary résumé that highlights the background, degrees, experience, qualifications, and other relevant information.
5. Processing the approved candidates' contract.
6. Establishing and maintaining personnel files. Notifying payroll department of employment start date, rate of pay, new employee compensation and benefits orientation.

Principal or Director(s) shall be responsible for:

1. Chairing all interview committees and select a broad base committee including parent representatives when appropriate.
2. Coordinating the hiring process in accordance with all applicable policies and procedures.
3. Performing pre-employment application screening and testing (if required).
4. Organizing an interview committee if required by the Superintendent.
5. Providing coordination and guidance in conducting oral interviews.
6. Using interview committee written point evaluations and forwarding results to the Superintendent.
7. Performing reference checks on finalists
8. Notifying final candidates and obtaining non-binding acceptance of the position upon Board approval.
9. Informing all interviewed candidates of final decision

10. Providing new employee orientation.

### Hiring Process Guidelines

The intent of Storey County School District is to hire candidates of the highest quality and character. Storey County School District does not discriminate on the basis of race, color, national origin, sex, disability, or age, in any of its policies, procedures, or practices. Storey County School District complies with the Americans with Disabilities Act (ADA) and will provide reasonable accommodations, if required.

An overview of major steps in the District's hiring processes are described below.

1	Position Announcement	Positions will be announced in accordance with all Storey County School District policies and negotiated agreements for position openings. All vacancy announcements will be posted in the following places: Storey County School District Office, and each school site. Depending on the positions to be announced, each school district in Nevada, the University and national magazines are also included. All postings will be listed in all local area newspapers until the closing date expires.
2	Application Acceptance / Pre-Screening	<p>Following the closing date, applications for positions will be initially paper screened for basic criteria/qualifications by the Principal or Director(s). Applications from candidates which are not complete will be considered to be inactive. The following criteria will be evaluated against position requirements when screening applications:</p> <ol style="list-style-type: none"> <li>1. Education</li> <li>2. Experience</li> <li>3. Work History</li> <li>4. Certifications, Transcripts, Credentials, Licenses (if required). (Official transcripts will be required if hired. Copies may be used during the application process.)</li> <li>5. Special Qualifications</li> </ol> <p>After applicants are pre-screened the Principal or Director(s) will refer qualified candidates to the interview committee for oral interviews. (Notes: If no candidates are deemed qualified to apply for the open position, the District Office will re-post the position).</p>
3	Interview Committee: Establishment	The Principal or Director(s) will appoint members of the Interview Committee which shall be comprised of representatives appropriate for the job classification. This committee shall function in an advisory capacity and will be responsible for submitting to the Superintendent a recommendation and alternative for the vacant position(s). (Notes: In the event there are a limited number of candidates, or the job classification does not require an interview committee, and the Superintendent deems it prudent, interviews will be conducted by the Principal, Director(s) and/or other

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		personnel.)
4	Interviewing and Evaluating Candidates	The Principal or Director(s) will be responsible for notifying finalists, obtaining non-binding acceptance, and coordinating interview times between members of the committee and candidates. The Principal or Director(s) will assist committee members by providing an interview schedule, copies of each application, a question bank for interviews, a rating sheet, and a copy of the job announcement. Upon determination of the rating components, evaluation criteria, questions to ask, and rating of anticipated responses, the interview committee will interview and rate all eligible candidates.
5	Selecting Finalists	Upon completion of interviews, all satisfactory candidates will be ranked. It will then be the task of the interview committee to submit a candidate and an alternate to the Superintendent for review. Prior to submitting a recommendation, the Principal or Director(s) will complete job related background verification (reference checks) for each finalist. A minimum of three (3) references will be checked for each candidate by the Principal or Director(s) for each finalist.
6	Superintendent Review	Upon reviewing the recommendation(s) from the interview committee the Superintendent shall review the candidate's evaluations, strengths and weaknesses, re-interview finalists as deemed necessary, and submit a recommendation to the Board of Trustees for hiring approval. If the candidate to be recommended for employment rejects employment, the alternate candidate will be recommended.
7	Process Contracts	Upon Board approval, the Superintendent and Accounting/Payroll Clerk will process all contracts and payroll/personnel forms required to hire the candidate. Appeals from candidates regarding placements will be completed by the Superintendent.
8	Notify Unsuccessful Candidates	Within one week of final acceptance by a candidate for a position, the Principal or Director(s) will inform all finalists not recommended for employment by phone calls and/or letters.
9	Employee Orientation	An orientation program for new employees will be provided during their first two weeks on the job under the direction of the Principal or Director(s).

Cross reference: Nepotism  
 GCD-1-E  
 GCN

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