HRMD SCREENING AND SELECTION CHART

Position is Created or Added

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Position is Advertised

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Site Analysis is Completed (Principal Position Only)

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Applicants Complete Application Materials

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Human Resources Reviews Application Materials

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If the applicant meets minimum qualifications and job description requirements, application materials go to the Screening Committee.

EXIT if not eligible. Applicant notified by Director of Human Resources who provides feedback, if requested.

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Screening Process

The Screening Committee reviews application materials to match applicants to the job description and minimum qualifications for the position. Top applicants are recommended to the Supervisor of the vacant position.

→ **EXIT** if not eligible. Applicant notified by Director of Human Resources who provides feedback, if requested.

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Performance Sampling

The Director of Human Resources schedules performance sampling (Principal Perceiver or other) for top candidates recommended by the Screening Committee.

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Interview Process

The Interview Committee interviews top applicants using a prepared set of questions and considers application information, interview information, and site analysis. (Site Analysis required for Principal position only).

→ **EXIT** if not selected as one of the top candidates. Applicant is notified by the Supervisor of the vacant position. Counseling or feedback from the Supervisor of the vacant position, Director of Human Resources, or the HRMD Coordinator is provided, if requested.

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Reference Checks

The Supervisor of the vacant position checks references, including the candidate's most recent supervisor.

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Recommendation to the Superintendent

The Supervisor of the vacant position considers all data (application materials, interview results, performance sampling, site analysis [Principal only], and reference checks) and makes a recommendation of the top candidates to the Superintendent.

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Superintendent's Recommendation

Superintendent recommends the top candidate to the School Board.