

## **Personnel Recruitment, Screening, Interview and Selection**

High Desert ESD, because it supports others through the services it offers, places high value on recruiting and hiring the most qualified employees available, regardless of the position to be filled.

Recruitment procedures will vary from position to position. Qualified persons already employed by the ESD are invited to apply for vacancies, and, qualifications with other applicants being equal, will be given preference in hiring. If there are no qualified applicants from within the ESD, a vacancy will be advertised as widely as necessary to access an adequate candidate pool. For specialized positions, advertising may be nationwide. The superintendent shall make the decisions regarding qualifications and how widely to advertise.

The application for vacancies will generally be 10 days, though the superintendent may vary this time, depending upon the immediate needs of the ESD to fill a vacancy, and upon the availability of qualified applicants.

Though the superintendent is responsible for screening, he/she may seek the advice of persons who have a supervisory or collegial interest in the person selected to fill the vacancy. Screening will be made on the basis of qualifications as expressed through letters of application and resumes, and, in some instances, on the basis of references. The superintendent will generally select three to five candidates for interview. Candidates not selected for interview will be notified by letter.

The superintendent will structure the interview process to fit the hiring situation. Though the superintendent is responsible for interviews, he/she may seek the participation of persons who have a supervisory or collegial interest in the person selected to fill the vacancy. As nearly as possible, length of interview and interview questions and procedures will be held constant for all candidates.

Before making a selection for any position, the superintendent will contact the finalists' references, and may also contact persons who have knowledge of a candidate's qualifications, but who are not among the applicant's references. The superintendent will cause a criminal records check to be made.

After thoroughly reviewing the qualifications of all candidates, and after giving due consideration to the opinions of persons the superintendent may have involved in the process, the superintendent may select a person to fill a vacancy, or, if he/she determines that no candidate is sufficiently qualified, he/she may elect to re-initiate the recruitment process.

When a candidate is selected to fill a contracted position, the superintendent shall recommend the candidate to the Board of Directors, who may affirm the superintendent's decision and make the final appointment. When a candidate is selected to fill a classified or confidential position, the superintendent shall so inform the Board. All finalists will be notified of the outcome of the interviews and selection.

END OF POLICY

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Legal Reference(s):

[ORS 326.051](#)[ORS 334.125](#) (5)  
[ORS 342.934](#)  
[ORS 659.015](#)  
[ORS 659.029](#)  
[ORS 659.030](#)  
[ORS 659.035](#)  
[ORS 659.150](#)  
[ORS 659.230](#)  
[ORS 659.270](#)  
[ORS 659.340](#)  
[ORS 659.410-659.430](#)  
[ORS 659.037](#)  
[ORS 659.150](#)  
[OAR 581-021-0045](#)  
[OAR 581-024-0245](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000(d) (West 1985)  
Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C.A., Section 2000(e) et seq. (West 1985)  
Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C.A., Section 621 (West 1985)  
Age Discrimination Act of 1975, as amended, 42 U.S.C.A., Section 6101 (West 1985)  
Equal Pay Act of 1963, as amended, 29 U.S.C.A., Section 206(d) (West 1985)  
Rehabilitation Act of 1973, 29 U.S.C.A., Sections 504, 791, 793 and 794 (West 1985)  
Title IX of the Education Amendments of 1972, 20 U.S.C.A., Sections 1681, 1682 and 1683 (West 1985).  
Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 1630; 28 CFR Part 35

Cross Reference(s):

Policy GBED - Pre-employment Drug Testing