**WALWORTH POLICY 533**

**RECRUITING AND HIRING PRACTICES**

One of a school district's most important roles is to hire staff whose professional beliefs align

with a district's mission. The mission of Walworth Jt. District #I is to provide the best education

for all students. We believe that a passion for knowledge will prepare our students for a lifetime

of learning. We value the importance of educating the whole child; fostering respect for self and

others and encouraging honesty and integrity while developing self-discipline and citizenship.

We welcome and respect the diversity that each of our students brings to our school with the

expectation that all students will feel safe, secure, and valued. All employees must demonstrate a

high degree of commitment to the district's mission, goals, to their assigned duties and

responsibilities, and make positive personal and professional contributions to the district.

Accordingly, Walworth Jt. District #I strives to hire candidates who:

* Are child centered;
* Are honest and trustworthy;
* Conduct themselves with integrity and professionalism;
* Work well with students, parents, community members, and other staff members;
* Are passionate about their work;
* Have an understanding of child growth and development;
* Are constantly looking for ways to improve themselves; and
* Are willing to put the needs of the district and its pupils ahead of their own.

**POSTING OF VACANCY NOTICES**

Once the position description has been reviewed, modified, and/or created and approved, the

District Administrator will create a vacancy notice for the position.

External postings shall be published in the district's official newspaper or any other newspaper

that has appropriate circulation throughout the Walworth community or depending on the type of

vacancy, the district will post the notice on the State of Wisconsin, WASB, WASDA, WASBO,

WECAN or AWSA websites.

Internal candidates will be given preferred consideration whenever possible. When a position

becomes vacant or a new position is created, notice of such available position shall be

communicated to the staff by the district office. The District retains the right to temporarily fill

vacant positions at its discretion during the posting and selection period. Refer to the Employee

Handbook for internal posting guidelines.

**Applications**

Walworth Jt. District #I adheres to all Wisconsin and federal hiring practices. Our district will not discriminate against properly qualified individuals on the basis outlined in these laws.

The applicant must declare that the information he/she discloses in the application and

supporting materials is accurate and acknowledges that any misrepresentation or omission of

material facts may cause the district to disqualify the applicant from consideration. If the

misrepresentations are discovered after the applicant has begun working for the district, the

district reserves the right to terminate the employee.

**INTERVIEWS AND APPLICATIONS AND SUPPORTING MATERIALS**

The District Administrator is responsible for determining the necessity of and/or coordinating the

Interview Team. A minimum of two people will conduct the interview. Initial interviews should

be scheduled as soon as possible after the applicant screening process has been completed. The

District Administrator is also responsible for establishing specific interview questions that will

help determine whether the candidate can adequately perform the essential functions of the

position. Once questions have been established, they should be used for each candidate for the

same vacancy.

**DISABILITY-RELATED INQUIRIES, MEDICAL EXAMINATIONS, AND PHYSICAL**

**TESTING**

Following the EEOC (Equal Employment and Opportunities Commission) guidelines, if a

candidate requests a reasonable accommodation on account of a disability, the district may

request medical documentation (not the candidate's complete medical file) regarding his or her

disability if the need for the requested accommodation is not obvious.

**REFERENCE CHECKS**

All candidates are subject to reference checks. No fewer than two reference checks will be

performed on all final candidates. An intentional effort will be made to perform reference checks

from a colleague who was not listed as a reference by the candidate.

**CRIMINAL BACKGROUND CHECKS**

Criminal background checks are performed per Walworth Jt. District #1 Board Policy #513 with

regard to all school district employees.

The Walworth Jt. School District #I shall not discriminate in standards and rules of behavior,

including student harassment, on the basis of sex, gender identification, race, national origin,

ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental,

emotional or learning disability. Discrimination complaints shall be processed in accordance

with established procedures.

**LEGAL REF:** 895.487 Wisconsin Statutes

111.335

**Approved:**  August 25, 2014