

## HIRING PROCEDURE

Selection of Certified Personnel – This district can secure the kind of teachers and other personnel it wants by an effective recruitment program based upon alertness to good candidates, initiatives that result in prompt action, and good personnel practices in dealing with applicants. A personal interview by three people will be required for all certified candidates to be employed by the district. Prior to recommending for election, a complete check of each successful candidate will be conducted by the three people interviewing the candidates.

Selection of Non-certified Personnel- This district can secure the kind of personnel it wants by an effective recruitment program based upon alertness to good candidate, initiative that results in prompt action, and good personel practices in dealing with applicants. A personal interview by two people will be required for all non-certified candidates to be employed by the district. Prior to recommending for election, a complete check of the past of each successful candidate will be conducted by the two people interviewing the candidate.

### Selection of Certified Personnel- Administrative Regulations

1. All applications will be screened by committee of at least three people. This committee will determine which candidates will be interviewed.
2. Each candidate will be interviewed y at least three members of the staff before being recommended to the School Committee for election.
3. Each candidate interviewed will receive a written response from one of the staff members, letting them know the status of their application.
4. Candidates, prior to being recommended to the School Committee, must have the approval of the principal of the building in which the candidate will be working.
5. All candidates must meet state certification requirements

### Selection of Non-Certified Personnel – Administrative Regulations

1. Each candidate will be interviewed by at least two members of the staff before being recommended to the School committee for selection.
2. Each candidate interviewed will be notified of the status of his application.
3. Candidates, prior to being recommended to the School Committee, must have the approval of the principal of the building in which the candidate will be working.

Adoption Date: February 1, 1993

Effective Date: February 1, 1993

SANFORD SCHOOL DEPARTMENT