

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***PROMOTION, RECRUITMENT, AND SELECTION***

A qualified applicant shall be defined as one who fulfills all State and District requirements for the position.

Promotion - District employees shall be encouraged to apply for positions carrying greater responsibility and higher remuneration and shall be given due consideration by the District. All permanent full-time positions shall be posted and advertised as necessary to ensure that the District has an appropriate number of qualified applicants for each position. Postings shall be in conformance with District policy and applicable collective bargaining agreements.

Recruitment - The District shall not rely solely on the initiative of applicants to fill vacancies, even in cases where applicants are plentiful, but shall instead energetically recruit applications from those who might not have applied otherwise.

There shall be two tests of satisfactory execution of this policy:

1. There are more applicants for each vacancy than can be employed
2. Some applicants for each vacancy learned of it through District recruitment activities.

Recruitment shall be directed both to those not currently employed by the District and to those currently employed by the District in other positions.

Selection - All applicants shall be given equal consideration as the District seeks to fill vacant positions. The applicant who provides the District with the optimum combination of qualifications and cost shall be selected. As part of the filling of any vacancy, the District shall provide for adequate screening to include staff, parental, and community involvement where appropriate.

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***PROMOTION, RECRUITMENT, AND SELECTION (continued)***

Except under unusual circumstances as defined by the Superintendent, or in the case where only one applicant is qualified to fill the position, no person shall be selected for any vacancy until two or more applicants have been considered.

First Reading: 04/10/95  
Second Reading: 05/09/95

Amendment First Reading: 02/08/99  
Amendment Second Reading: 03/08/99

WRSDC Policy 5221