

Recruitment and Promotional Process

Introduction: This section addresses the process for the recruitment of career and volunteer staff members. There is a mix of required items and best practices that have been developed to assist the members based on rules, laws and including best practices. It is the responsibility of each board member as well as the district's hiring authority to understand the laws and rules that govern their district and to act accordingly. The SDAO Consulting Services, Risk Management, Human Resources, and Legal Services Departments can be of assistance to the district in specific instances.

Documents

- The district reviews position descriptions (PD) prior to each hiring cycle and a minimum of every two years to ensure the PDs are up-to-date and in compliance with the ADA.
- The district reviews the application for employment/volunteer for compliance with federal, state, and local laws and rules prior to each hiring cycle and a minimum of every two years.
- The district has reviewed the hiring and/or promotional process to ensure compliance with current Veteran's Preference law.
- The district secures all relevant application documents as confidential and only allows necessary access to those documents as part of the official hiring/promotional process.

Interviews

- The district prepares and reviews questions in advance for the interview panel to use. These questions are job related and avoid discussions about protected classes.
- When an interview panel is established, members of the panel will be a diverse cross section of district employees and possibly patrons to the best of the district's ability.

Physical Ability Testing

- The district reviews the physical ability testing process prior to each hiring process to ensure compliance with federal, state, and local laws and rules. If accommodations are requested prior to testing, the district should seek the advice of an HR or legal professional.
- The testing involves the use of objective criteria that is job-related, when possible, use a nationally recognized and accepted test.
- The district uses the PD to identify the criteria for the physical ability test.