

**HIRING PROCESS WORKSHEET**

1. Vacancy opens up.
2. Discussion to fill the vacancy or reorganize takes place.
3. If a vacancy does exist, it will be posted internally, only if it is a temporary position. If it is a “regular” position, it will be posted internally and externally. Transfer requests for any open position will guarantee an interview for the District employee requesting the transfer.
4. Applications are received.
5. A search team is formed.
6. The search team does the following:
  - a. Create a job profile;
  - b. Determine how decision will be made;
  - c. Understand the process;
  - d. Develop screening criteria;
  - e. Develop interview questions and activities;
  - f. Develop listen-fors and look-fors;
  - g. Remove biases;
  - h. Understand the Principal’s role.
7. Applications are screened — criteria could include the résumé (content and form), application, narrative responses to application questions, GPA and letters of recommendation.
8. Uinta County School District No. Four does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in admission or access to, treatment, or employment in its programs and activities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.
9. Interviews are determined.
10. Interviews are conducted.
11. The decision is made.
12. Communications are completed.
13. Recommendations are made to the superintendent.
14. Superintendent makes recommendation to the Board.
15. Board takes action.