

## 4020 Recruitment, Selection and Hiring: Nondiscrimination

It is recognized that the effectiveness of an educational program is directly related to the dedication, ability and training of the staff. Therefore, staff selection decisions have far-reaching educational effects and are of major importance in determining the quality of the district's educational program.

Staff selection and hiring should be is based on skill and ability; education and training; compatibility and support for district mission, vision, and philosophy; experience; and job performance. The selection process should be is a cooperative effort between the administrator/supervisor and the Human Resources Department and should result in the selection of staff members who are the best qualified or qualifiable to perform the tasks for which they are employed.

### Background Checks

Each person who is to be recommended for employment or hired as a substitute, for the school District must complete a background check through the "Wyoming Central Registry of Abuse/Neglect and the Wyoming Department of Criminal Investigation (DCI)." The cost of these background checks for employees or substitutes will be paid by the District.

Each person who is recommended for employment is required to sign a notarized affidavit listing any felonies or misdemeanors for which the person has been charged or convicted. If the result of the background check is different than the information on the notarized form, an immediate recommendation for termination of the employee's contract may be submitted to the Board (if the Board has already acted to employ the person).

### Non-Discrimination

Campbell County School District Number One does not discriminate on the basis of race, color, national origin, sex, disability, or age, or any other basis protected by federal, state, or local law in recruitment, selection and hiring. See Policy 4012 (Non-Discrimination and Anti-Harassment).

The selection procedure consists of the following eight steps:

- I. The Pre-Advertisement Process
- II. The Advertisement Process
- III. The Application Process
- IV. The Screening Process

V. The Interview Process

VI. Reference Checks

VII. The Supervisor's Recommendation

VIII. Board of Trustees Approval

IX. The Hiring, Onboarding, Background Check, Training, and Placement Process

When it is in the best interest of the district, exceptions to the hiring practices may be made.

ADOPTION DATE: November 12, 1991; February 10, 1997; February 22, 1999;  
Revised November 8, 2005; Reviewed with no changes December 9, 2014; Revised  
September 28, 2021

LEGAL REFERENCE(S):

CROSS REFERENCE(S):

ADMINISTRATIVE REGULATION: 4020-R