

EMPLOYMENT VACANCY PROCEDURES

1. _____ Vacancy Noted
2. _____ Acceptance of Application Period Established (Start Date/End Date)
3. _____ Position Advertised
4. _____ Applications Accepted
5. _____ Interviews Conducted
6. _____ Preferred Candidate(s) Interview With Director
7. _____ New Employee Packet Given To Selected Candidate
8. _____ Conference Date Established For Director, Business Manager, Department Representative and Candidate
9. _____ Receive From Hiring Department – Employee Recommendation Form (All Information Must Be Completed On Form and Form Must Be Received 10 Days Before Board Meeting)