

**BEND - LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: GCCC-AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

SCREENING APPLICANTS

The personnel services department and/or the administrator/supervisor shall be responsible for preliminary screening of all applications. Screening shall be based on the requirements and qualifications in the job description and in the notice announcing the job vacancy. During the preliminary screening process, the personnel services department shall take into consideration any or all of the following: individual qualifications, license requirements, experience, training, job requirements, Board policy, district staffing patterns, initial screening interview and affirmative action goals.

The administrator/supervisor shall review the applications selected for initial consideration and determine those applicants to be interviewed. If a committee is being used in the interview process, the administrator/supervisor may choose to have the committee review the applications. The committee shall then select at least two applicants to be interviewed. It should be understood that a committee deliberating on behalf of the district has the same responsibility as the personnel director to take into consideration license requirements, Board policy, district staffing patterns, affirmative action goals and other applicable policies.

If upon screening by the administrator/supervisor or committee it is determined that there are not at least two satisfactory applicants to interview, the unsatisfactory applications shall be returned to the personnel services department and additional applications will be requested. If no suitable applicants are available, then the position may be advertised again.

The administrator/supervisor shall notify the personnel services department of the names of the applicants to be interviewed. It shall be the responsibility of the administrator/supervisor to contact the applicants and arrange the interviews.