

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

INTERVIEWING CANDIDATES

The personnel director shall assure that all interview records are properly completed and placed on file in the personnel services department for up to three years.

The center administrator/supervisor shall interview the candidates and recommend the final candidate to the personnel director.

If two administrators/supervisors select a different candidate, the personnel director will confer with them and attempt to reach agreement on the matter. If agreement cannot be reached, the personnel director will make the decision based on the job requirements, special talents or training of the candidate, assignment specifications and affirmative action goals.

If the selected candidate declines the position, the administrator/supervisor may choose to recommend another candidate from those screened and interviewed or he/she may re-initiate the process.

It is the responsibility of the administrator/supervisor to inform those interviewed candidates of the final selection.