

RECRUITMENT AND SELECTION

Upon the declaration of a vacancy at Platte County School District #2 the following steps will be followed in the recruitment of candidates and the final selection of individuals to fill the opening:

1. Advertise the vacancy through the Guernsey Gazette and the Superintendent's Bulletin (if possible). Additional contacts may be made as a result of recommendation made by current staff, letter of inquiry, walk-in candidates, etc.
2. Following contact concerning a position a completed Platte County School District #2 application must be on file before the application is considered complete.
3. Upon receipt of applications each individual will be screened for training and personal qualifications for the position open. Prior experience, reference, etc., will be considered.
4. Those candidates who most nearly meet the characteristics required by Platte County School District #2 will be invited for a personal interview.
5. The candidate must agree to take the orange and blue cards and complete all information as required. Fingerprints can be obtained at the Guernsey Police Department. When forms are completed and notarized, they need to be returned to the central office where the district will submit them for the criminal background check.
6. The Superintendent shall recommend the candidate most suited and best qualified to meet the needs of the district.

Approved: 03/11/85

Revised: 09/09/96