

Classified Staff Hiring

The Board will establish and budget for classified positions NWBOCES on the basis of need and the financial resources of

The best qualified applicant will be selected for each position without regard to race, religion, handicap, national origin, marital status, socioeconomic status or place of residence.

EMPLOYMENT CONFIRMATION

Based upon the recommendations of the Administrative Director in keeping with NWBOCES personnel policies, the Board shall hire NWBOCES personnel.

APPLICATION RECORDS

To accommodate compliance with equal opportunity legislation, to provide adequate basis for screening and selection, credential files of all applicants will be maintained in the administrative office for a period of one year.

To help insure that all qualified applicants are considered for those positions declared vacant it is imperative that all application files be stored in the designated location.

EMPLOYMENT INQUIRY PROCEDURES

All employment inquiries will be directed to the Administrative Director for processing and documentation. Application forms, forms of instruction, form letter responses, and information distributions will be made from the administrative office. The Administrative Director will be responsible for the documentation and the processing of employment inquiries.

As credential folder materials (completed application forms, letter of recommendation, transcripts, resumes, etc.) are received by NWBOCES, they are recorded by the Administrative Director or designee and filed in the designated location.

RECOMMENDED INTERVIEW GUIDELINES

(Used by NWBOCES administrative staff in alerting screening committees to the equal employment opportunity process.)

The Administrative Director should form a screening committee consisting of the Administrative Director who will supervise the successful applicant and other staff members either who will be the successful applicant or have knowledge in the area or who the applicant will be working in. In order to reasonably assure employment opportunity to all applicants, the following guidelines are offered as an attempt to offer generally consistent opportunities to those applicants who are invited to participate in the hiring process.

1. Each candidate should be interviewed for approximately the same length of time.
2. Whenever possible, applicants should be interviewed by the supervisor of the position which is being filled.
3. All pertinent matters of salary, employment conditions, and employment requirements should be discussed during the interview.

4. Questions or comments related to family or other persons are inappropriate and should not be included in the interview.
5. Candidates should be given ample opportunity to ask questions to volunteer additional qualification information during the interviewing process.
6. Candidates should be advised of NWBOCES' efforts to place the best-qualified candidates available and:
 - a. The intent is to interview all highly-qualified candidates for each available position.
 - b. Follow-up interviews may be scheduled if they are needed.
 - c. All candidates who are interviewed will be informed of the employment decision of NWBOCES.
7. The interview should generate information which relates the responsibilities of the position to the applicant's experiences, education and general knowledge (qualifications). Similar questions should be asked of all candidates.
8. So far as is possible, interviewers should become familiar with the specific requirements of the position being filled, the expectations of the position, the behaviors expected and how the candidate successfully fulfill the responsibilities of the position. The candidate should specifically required and designed individual characteristics (aptitudes, skills, personal qualifications) of the candidate being sought.
9. Prior to the interview, an examination of the applicant's resume should be made (to become familiar with recommendations, appropriateness of formal preparation, amount and value of work experience, etc.).
10. As soon after the interview as is practical, written notes from the interview should be completed. Objective and supplementary remarks should be directed only to the candidate's qualifications.

CRIMINAL BACKGROUND CHECKS, TB TEST

In accordance with Wyoming and federal law, a criminal background check & TB test shall be completed prior to the final hiring of any employee. The information received by NWBOCES shall be utilized solely for the purpose of providing additional background information relevant to the hiring decision of the applicant. The background information shall not be permitted to be used for any other purpose, and in order to ensure confidentiality of this information, the following policy and procedure shall be implemented:

1. Access to the criminal background information shall be to the Administrative Director. Based upon the contained in the criminal background check the Adm Director shall have authority to reject any applica been recommended for employment.
2. The criminal history information shall be retained in filing cabinet in the administrative office, which secure (locked) with access given only to the Adm Director and/or his/her designee.

The criminal background information may be retained a: by the Administrative Director in the event that any employ a transfer or applies for a different position.

Criminal background information shall be retained in of NWBOCES for at least one year. Thereafter, the Adm Director may elect to destroy the criminal background info. which event the NWBOCES shall retain a record that th background information was acquired as provided by feder Wyoming law, which record shall also indicate the date the was destroyed. The record indicating that the criminal check was acquired and the date it was destroyed shall k until the employee is no longer employed with NWBOCES.

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