

Professional Staff Hiring

Because the quality of staff hired by the NWBOCES is a major component of an effective and productive education, the Board and the administration of NWBOCES will make every possible effort to attract and retain the best qualified personnel.

The Administrative Director will be responsible for selection procedures and recommending candidates to the Board.

Prior to making a final decision as to the hiring of an employee, the employee must consent to and provide the necessary documentation (fingerprinting, etc.) to allow for a background check and TB test.

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EMPLOYMENT CONFIRMATION

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

APPLICATION RECORDS

To accommodate compliance with equal opportunity legislation, to provide adequate basis for screening and selection, the 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 during the time that credentials are on active file, it is imperative that all applicant files be maintained at the designated location.

EMPLOYMENT INQUIRY PROCEDURES

All employment inquiries will be directed to the Administrative Director or his/her designee for processing and documentation. Application forms and letters of instruction will be maintained in the administrative office. The Administrative Director will be responsible for the documentation of the processing of employment inquiries.

As credential folder materials (completed application forms, letter of recommendation, transcripts, resumes, etc.) are maintained in 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 administrator who will supervise the applicant and other staff members either who will work with the successful applicant or have knowledge in the area or field in which the applicant will be working in. In order to reasonably assure equal 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.

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4. Questions or comments related to family or other personal inappropriate and should not be included in the interview
5. Candidates should be given ample opportunity to ask questions and 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 (or 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 essential duties of the position, the behaviors expected and required to successfully fulfill the responsibilities of the position and the skills, knowledge, required and designed individual characteristics (aptitudes, abilities, personal qualifications) of the type of 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 interview reports should be completed. Objective and relevant supplementary remarks should be directed only to the applicant's qualifications.

CRIMINAL BACKGROUND CHECKS, TB TEST

In accordance with Wyoming and federal law, a criminal background check and TB test shall be completed prior to the final hiring of any employee. The information, when received by NWBOCES, shall be utilized solely for the purpose of providing additional background information relevant to the hiring decision of the applicant. This 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:

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1. Access to the criminal background information shall be to the Administrative Director. The Administrative Director have authority to reject any applicant who has been for employment based upon the information contain criminal background check.
2. The criminal history information shall be retained in filing cabinet in the administrative office, which secure (locked) with access given only to the Administrative Director.

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

Criminal background information shall be retained in of NWBOCES for at least one year. Thereafter, the Administrative Director may elect to destroy the criminal background information which event the NWBOCES shall retain a record that the background information was acquired as provided by federal 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 be until the employee is no longer employed with NWBOCES.

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