

SUPPORT STAFF PROCEDURES FOR HIRING

The following procedure will be followed when a position becomes available in the King George County Public School System:

- An announcement of the available position, closing date, and a brief job description will be posted in every school, placed on the division web site. Announcements may, also, be placed in newspapers, including but not limited to The Journal, The Free Lance Star and The Richmond Times Dispatch.
- All applicants will receive written acknowledgement of their application from the Director of Personnel.
- All applications including those that have been on file for less than one (1) year will be screened by the Director of Personnel to determine whether they meet the qualifications for the position.
- Applications that meet the qualifications for the position will be reviewed by the appropriate supervisor to select candidates who will be interviewed for the position. The Director of Personnel will contact the selected candidates to schedule interviews.
- An interview panel will be established by the appropriate supervisor. The selected candidate will be recommended to the Director of Personnel who will contact the references and former employers of the selected candidates. If the references are favorable, the selected candidate will be recommended to the School Board by the Superintendent or his/her designee for approval.
- A uniform set of questions will be asked of all applicants interviewed. The immediate supervisor will compile notes on the applicant's responses and the panel's conclusions and forward them to the Director of Personnel.
- Letter of regret will be sent to all non-selected candidates by the Director of Personnel.

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