

## Classified Staff Hiring

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

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

### EMPLOYMENT CONFIRMATION

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

### APPLICATION RECORDS

To accommodate compliance with equal opportunity legislation and to provide adequate basis for screening and selection procedures, 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 applicant 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, letters of instruction, form letter responses, and information bulletin distributions will be made from 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 returned to NWBOCES, they are recorded by the Administrative Director or his/her designee and filed in the designated location.

### RECOMMENDED INTERVIEW GUIDELINES

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

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 work with the successful applicant or have knowledge in the area or field that 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 opportunity to those applicants who are invited to participate in the interview 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 personal matters are inappropriate and should not be included in the interview.
5. Candidates should be given ample opportunity to ask questions and to volunteer additional qualification information during the interviewing process.
6. Candidates should be advised of NWBOCES' efforts to ensure the placement of the best-qualified candidates available and that:
  - a. The intent is to interview all highly-qualified applicants 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 to the responsibilities of the position to the applicant's abilities, experiences, education and general knowledge (job-related 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 required to successfully fulfill the responsibilities of the position and the specifically required and designed individual characteristics (aptitudes, skills, personal qualifications) of the type of candidate being sought.
9. Prior to the interview, an examination of the applicant's folder should be made (to become familiar with recommendations, depth and appropriateness of formal preparation, amount and value of previous experience, etc.).
10. As soon after the interview as is practical, written reviews of the interview should be completed. Objective ratings and supplementary remarks should be directed only to job-related 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 decision on hiring any employee. The information received by NWBOCES shall be utilized solely for the purpose of providing additional information relevant to the hiring decision of the applicant. The criminal 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 restricted to the Administrative Director. Based upon the information contained in the criminal background check the Administrative Director shall have authority to reject any applicant who has been recommended for employment.
2. The criminal history information shall be retained in a separate filing cabinet in the administrative office, which shall be secure (locked) with access given only to the Administrative Director and/or his/her designee.

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

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

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