

### Professional Staff Recruiting

It will be the policy of NWBOCES that the procedure for employing the best qualified staff will include:

- an effective recruitment program;
- an initiative that results in prompt action when vacancies occur or new positions are created; and
- a set of consistent hiring practices.

A recommendation to hire a professional staff (person) or administrator will not be made to the NWBOCES Board until a personal interview with the candidate has been conducted and one or more references have been personally contacted by the Administrative Director or his/her designee.

Determination of the personnel needs of NWBOCES is the responsibility of the Administrative Director and of the staff delegated by him/her to review and make recommendations about such needs.

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

The Administrative Director or his/her designee will verify that persons nominated for employment meet all qualifications established by applicable state law, rules of the Wyoming Department of Education and Board policies for the type of position for which the nomination is made.

5001a-2

Adopted 3-24-10  
Revised 9-26-12  
Revised 3-25-15  
Reviewed 4-26-17  
Revised 02-23-22  
Revised 10-26-22