

**SCHOOL DISTRICT OF WAUZKA-STEUBEN**  
**PROFESSIONAL STAFF RECRUITING/HIRING**

The School District of Wauzeka-Steuben Board of Education delegates to the District Administrator the responsibility to recruit and screen all candidates for professional staff positions with the School District of Wauzeka-Steuben. In carrying out this responsibility, the District Administrator may involve administrative and any other delegated personnel to locate and select suitable candidates to recommend for employment with the District.

The following is a description of the general process used in staff recruiting/hiring:

1. Ensure job description is revised/up-to-date;
2. Create/revise job vacancy announcement (to be posted to District web-site and other locations as appropriate);
3. Identify the top qualities needed to successfully meet District needs/needed qualities for the new staff member;
4. Secure members for the first round interview team;
  - Team may include representatives from: administration, certified staff, noncertified staff, support staff, or students (as appropriate to position being hired)
5. Postings for staff will be for a minimum of 2 weeks, except in extenuating circumstances;
  - Only complete applications will be accepted
6. Review applications and potentially phone/video conference to screen applicants;
7. Develop/refine question set for interviews;
8. Conduct interviews;
  - Teams identify strengths and any potential concerns
9. Conduct reference/screening calls on top candidates;
10. Arrange for second round of interviews with top candidates if necessary;
11. After finalized thorough reference checks – make final selection;
12. Negotiate tentative contract with the candidate

It is the duty of the District Administrator to ensure that persons recommended for employment meet the qualifications established by law and by the Board, have the appropriate license or certification required for the type of position for which nomination is made (or have an application that is in process), and are able to perform the essential functions of the job.

Employment of staff shall only be official upon final approval of the Board.

All persons employed by the Board shall complete the necessary employment forms required by state and federal laws and regulations. A copy of the required certificate, license, or permit shall be submitted to the District Office.

The District is an equal opportunity employer, meaning that, according to Wisconsin Statutes 119.13, PI.9 and Board policy, we do not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, and that no person may be denied employment in this District, or be denied the benefits of, or be discriminated against in any manner.

**Legal References:** Wisconsin State Statutes Sections §§ 19.59, 111.31-111.395, 118.19, 118.192, 118.195, 118.21, 118.22, 121.02(1) (a); PI 8.01(2) (a) and PI 34, Wisconsin Administrative Code; Americans with Disabilities Act; Americans with Disabilities Amendments Act of 2008

**Cross References:**

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**Date Revised:**

**Date Reviewed:**