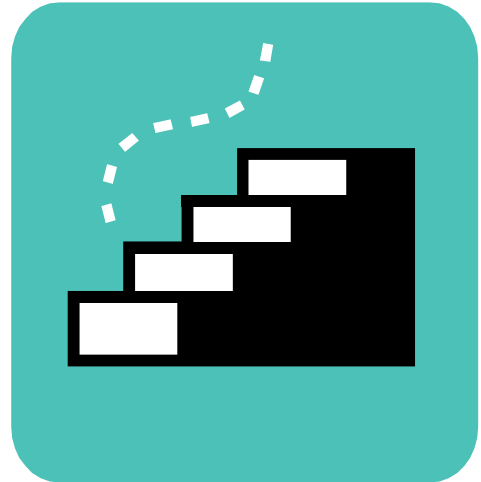


HIRING PROCEDURES

Non-Contract Classified

(17 hours or less per week with no
benefits)

TAKING THE PROPER STEPS



- Letter of resignation from employee*
- Contact H.R. for applicant list
- Interview only approved candidates
- Administrator to schedule and conduct interviews.
- Check references ***
- Notify Human Resources
- Inform candidate and send to H.R.
- Submit Hire/Change Form to H.R.
- Letter of regret to candidates not chosen *

* Forms found in *.pdf format on District Web site