

ADMINISTRATIVE APPLICATION / SELECTION PROCESS

Administrative vacancies – to include any supervisory or managerial position, certified or support – are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Announcements instruct applicants to apply directly to the Personnel Office.
2. Personnel Office keeps data file and application file on those who apply for each position.

INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

1. After vacancy announcement closes, immediate supervisor obtains applicant files from Personnel Office.
2. Immediate supervisor is responsible for screening and interviewing applicants.
3. Supervisor makes recommendation by submitting a **PERSONNEL ACTION** with appropriate documentation. See **SUBMITTING PERSONNEL ACTIONS**, pg. 3
4. See **CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT**, pg. 1
5. Personnel Office reviews for applicable documents. Recommendations are not processed for applicants who have not met the requirements for employment (**Board Policy File: GBD**).
6. Recommended Applicants may not begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**.

TEACHER APPLICATION / SELECTION PROCESS

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Electronic **CERTIFIED EMPLOYMENT APPLICATION** completed through TeachInAlabama's Applicant Tracking System
2. Application reviewed for inclusion of required documents:
 - Proof of Alabama certification or eligibility for certification
 - Documentation of Alabama Highly Qualified status
 - College transcripts

LOCAL SCHOOL INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

1. Principal reviews online applications to determine eligible candidates for interview.
2. Principal conducts interviews, documents interviews, and completes reference checks prior to making an employment recommendation.
3. Principal makes recommendation by submitting a **PERSONNEL ACTION** with appropriate documentation. See **SUBMITTING PERSONNEL ACTIONS**, pg. 3
4. See **CRIMINAL BACKGROUND SEARCH PRIOR TO EMPLOYMENT**, pg. 1
5. Personnel Office reviews for proper certifications, etc. Recommendations are not processed for applicants who have not met the requirements for employment (**Board Policy File: GBD**).
6. Recommended Applicants may not begin work before the Superintendent or Director of Personnel signs the **PERSONNEL ACTION**.

SUPPORT PERSONNEL APPLICATION / SELECTION PROCESS

All vacancies are announced by the Personnel Office. Vacancies will be announced by the Personnel Office upon receipt of **REQUEST TO ANNOUNCE POSITION** (pg. 21).

APPLICATION PROCESS

1. Applicants apply directly with the school/work site where vacancy exists.
2. Applicants who already have applications on file at the school/work site should complete only a letter of application for other positions at that school/work site. Updated references may be requested of applicant.
3. Applications are kept on file at school/work site for one year from date of application, after which time they should be destroyed and applicants will complete new application for positions.

LOCAL SCHOOL INTERVIEW AND RECOMMENDATION FOR EMPLOYMENT

Person named on announcement to receive applications will be responsible for:

- Screening applications
- Interviewing applicants and keeping records of interviews
- Checking references
- Recommending applicant for employment
- Completing **PERSONNEL ACTION** and forwarding supporting documents to Personnel Office
- See **SUBMITTING PERSONNEL ACTIONS**, pg. 3