

<p>TOPEKA PUBLIC SCHOOLS</p>	<p>REGULATION NUMBER: 4100-01</p>
<p>SUBJECT:</p> <p>RECRUITMENT AND SELECTION OF CERTIFIED AND CLASSIFIED NONADMINISTRATIVE PERSONNEL</p>	<p>DATE OF ISSUE: 06/18/80</p> <p>REVISIONS: 09/19/02; 12/03/09; 03/01/12;</p> <hr/> <p>09/07/23</p> <hr/> <p>PREPARING OFFICE:</p> <p>HUMAN RESOURCES</p>

I. PURPOSE:

To establish and implement the procedure to be used in seeking qualified applicants for available positions.

II. PERSONNEL AFFECTED:

- A. Human Resources staff
- B. Other staff members designated to recruit

III. RECRUITMENT PROCEDURES:

- A. The district will recruit qualified certified and classified staff through hiring fairs, college visits and other avenues deemed beneficial by the superintendent.
- B. Vacancy notices will be posted on the District website for available positions.
- C. Classified and certified postings will be sent to agencies and institutions.
- D. If funds are available, the superintendent can make tuition reimbursement available for classified staff.

IV. SELECTION PROCEDURES:

- A. Classified applicants who have applied for positions in Unified School District No. 501 are considered for vacancies on the basis of:
 - 1. Complete on-line application form and references.
 - 2. Human Resources interview.
 - 3. Personal interview with supervisor where vacancy exists.
 - 4. Recommendation by supervisor to Human Resources of a candidate for a position.

- B. Certified applicants for positions available will be considered on the basis of:**
 - 1. Completed on-line application form and references or credentials, transcript, if required, and review of these materials.**
 - 2. Personnel interviews**
 - a. Appointments for interviews are made in cooperation with the district's Human Resources Office.**
 - b. These interviews may include one or more of the following: a human resources administrator; a building principal; curriculum/instructional director; or a director of special education or others as needed.**
- C. The Human Resources Department will seek qualified applicants through**
 - 1. Alternative advertising**
 - 2. Recruitment visits to college placement offices and other agencies**
- D. The Human Resources Department is responsible for training district staff on state and federal interviewing and hiring requirements.**