



West Linn-Wilsonville School District
Department of Human Resources

Guidelines for Hiring Classified Staff
Includes Temporary and Summer Staff

STEPS TO HIRING – AT A GLANCE:

- 1) Post Position
- 2) Conduct Interview Process
- 3) Check References prior to making offer of employment
- 4) Offer of Employment is made (by supervisor or designee) A paper *Personnel Action Notice* is sent to the Department of Human Resources. Contact HR Specialist for Classified process (Casey Fenner 673-7027) she will work with candidate to complete hiring paperwork. Fingerprinting and/or background check process will be initiated/completed by HR
- 5) Hire process is conducted in the Department of Human Resources; Supervisor is contacted once employee is cleared to begin work

TO POST A POSITION: (Positions must be posted per Bargaining Agreement)

1. Access the District Home Page www.wlww.k12.or.us
2. Go to Forms and Systems - Click on District Forms
3. Scroll down to “Other In-District Forms”
4. Select “**Request to Post a Position**”
5. Complete form and submit. Please be specific and give all details you want to see in the posting.

Positions are posted on Talent Ed and other sites. Classified positions must be posted for 5 days prior to interviewing/hiring per the OSEA Contract. (Ref. Article 18 of the OSEA Bargaining Agreement)

SCHOOL or DEPARTMENT LEVEL INTERVIEWS

1. Review applicant pool; select best candidates for position. Prescreen and conduct reference checks
2. Check that application is complete, and that state and national questions have been answered and reviewed.
3. Interview with committee input, narrow selection.
4. Conduct references with two prior supervisors.
5. Once position is offered, the Personnel Action Notice must be **fully** completed (please include start date and replacement or added FTE.)
6. Candidate will be contacted by HR to schedule appointment for processing hiring paperwork.
7. Once all processing is complete HR will send Principal/Supervisor a confirmation email signaling that employee may begin working.

ADDITIONAL NOTES

1. If a person being hired is an active employee in the district **AND** has worked without a break in service then an **ePAR** (via iVisions) would be generated. In other words, a paper PAN (notice) is not needed.
2. If there is uncertainty about any of the steps outlined in this document please contact the Department of Human Resources. Fingerprint processing is handled entirely at the district office.

Questions? Please contact:

Casey Fenner - 503-673-7027 fennerc@wlww.k12.or.us

Alternate Contacts: Shyla Waldern 503-673-7095 or Kathe Monroe 503-673-7018