



**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 two [Professional References](#) and wait for the job posting to close prior to making an offer.
4. Offer of Employment is made (by supervisor or designee) **contingent upon successful completion of the background check**. A [Personnel Action Notice](#) is sent to the Department of Human Resources at [HR@wlwv.k12.or.us](mailto:HR@wlwv.k12.or.us), along with two completed [Professional References](#) from a previous supervisor. An HR Specialist will work with candidates 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

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

1. Access the District Home Page [www.wlww.k12.or.us](http://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 per the OSEA Contract. (Ref. Article 18 of the OSEA Bargaining Agreement)

**SCHOOL or DEPARTMENT LEVEL INTERVIEWS**

1. Review applicant pool; check for transfer requests or internal candidates, select best candidates for position. Pre-screen and conduct reference checks. Please be aware that military veterans must be given consideration and if they meet qualifications must be given an interview (Senate Bill 277; ORS 839-006-0435). We can assist you in setting up a filter on TalentEd that will designate who is a veteran.
2. Check that application is complete, and that state and national questions have been answered and reviewed.
3. Interview (with committee input if appropriate), narrow selection.
4. Conduct [Professional 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) should be created by the Administrative Assistant. 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 HR - [HR@wlwv.k12.or.us](mailto:HR@wlwv.k12.or.us)**

