

**STAFF PERSONNEL**  
***Series 400***

Policy Title: SCREENING OF APPLICANTS

Code: 401.5

Following the closing date of an announced vacancy, all completed applications will be screened for the position. Applications will be screened on the basis of the criteria specified in the job description prescribed in the District Affirmative Action Program and on performance.

A screening committee made up of the superintendent and appropriate supervisory personnel will do the preliminary screening of all completed applications. This committee will select the top five applications to submit with recommendations to the school board for its final selection.

Date of Adoption:  
Readopted: 7/19/99, 7/19/04

Legal References:

Related References: