

**Policy 4211: Recruitment And Selection**

Status: DRAFT

Original Adopted Date: 02/22/2023 | Last Reviewed Date: 02/22/2023

The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals. The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination. When a vacancy occurs, the Superintendent or designee may review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she shall also disseminate/post job announcements to ensure a wide range of candidates. The district's selection procedures shall normally include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position. **Definition of Preference** If the CBA for a particular unit of employees requires any preference for existing employees regarding interviews or the interview/hiring process, the HR Department may arrange for the paper materials to be reviewed first, and for existing employees to be scheduled to interview first (within the same day of interviews), to provide such a preference (when required by any CBA). No other preference/s will be given. The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law. No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws. The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3) For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. Presentation to the board may occur after Superintendent or designee endorsement, or employment start date, when determined as necessary by Superintendent or designee to ensure ongoing and efficient operations of the District. **Incentives** The Governing Board is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals, and believes that students benefit when district staff reflects the racial, ethnic, linguistic, and cultural diversity of the district.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected for employment in the district based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

Additionally, the Superintendent or designee shall, through the recruitment and selection processes and procedures, seek to establish and maintain a diverse staff, including the active recruitment from other countries, and also institutions and organizations that serve populations underrepresented among district employees.

When a vacancy occurs, the Superintendent or designee may review, as appropriate or if needed, the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she The Superintendent or designee shall also disseminate/post job announcements to ensure a wide range of candidates.

When posting an employment opportunity, the Superintendent or designee The district's selection procedures shall normally include the pay scale for the open position. (Labor Code 432.2) screening processes, interviews, recommendations from previous employers,.

The Superintendent shall develop and maintain observations when appropriate hiring procedures, as necessary to identify the best possible candidates for a position.

**Definition of Preference for MDUSD**

If the CBA for a particular unit of employees requires any preference for existing employees regarding interviews or the interview/hiring process, the HR Department may arrange for the paper materials to be reviewed first, and for existing employees to be scheduled to interview first (within the same day of interviews), to provide such a preference (when required by any CBA). No other preference/s will be given.

The Superintendent or designee may establish In doing so, an interview committee may be established to rank

candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential and consistent in accordance with law.

No inquiry shall be made about with regard to any information prohibited by state or federal nondiscrimination laws.

Unless otherwise provided for in law, the district may not discriminate against a person in hiring based on the person's use of cannabis off the job and away from the workplace, including that the district may not request information from an applicant related to the applicant's prior use of cannabis, apart from the applicant's criminal history, or penalize an applicant based on a drug screening which finds that the applicant has nonpsychoactive cannabis metabolites in the applicant's hair, blood, urine, or other bodily fluid. (Government Code 12954) However, the district retains the right to maintain drug-free schools or prohibit employees from possessing, being impaired by, or using cannabis while on the job. (Government Code 12954)

The Superintendent or designee shall not inquire, orally or in writing, about in regard to an applicant's salary history information, including compensation and benefits. He/she Additionally, the Superintendent or designee shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee. Presentation to the board may occur after Superintendent or designee endorsement, or employment start date, when determined as necessary by Superintendent or designee to ensure ongoing and efficient operations of the District.

### **Incentives**

In accordance with district needs, tThe district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing. The district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

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