

**MENOMINEE INDIAN SCHOOL DISTRICT**

543-Rule

GUIDELINES FOR SUPPORT STAFF  
RECRUITING/HIRING

1. When a position vacancy occurs, the District Administrator shall advise the Board of the vacancy with a recommendation whether it should be filled. A recommendation to fill the vacancy shall include:
  - A. a request that a vacancy be declared by the Board;
  - B. a request for approval of a position description conforming to the requirements in paragraph 2-A, below; and
  - C. a recruitment plan (for example, posting, advertising, notifications to placement offices).
  
2. Posting Announcement - Each posting announcement shall include the following:
  - A. a position description which shall, at a minimum, include:
    - 1) a detailed specification of the position's duties and responsibilities;
    - 2) a specification of those qualifications which an applicant must possess in order to be considered;
    - 3) a statement of preferred qualifications, meaning those which an applicant is not required to have but which shall be considered favorably in the selection process;
    - 4) a statement that individuals interested in applying for the position should submit a letter of application to the District Administrator which includes employment references for the previous five years, including for each the name of the person to contact, address and telephone number;

- B. The following statements:
    - 1) "The mission of the Menominee Indian School District is to provide a safe learning environment that allows every child an opportunity to succeed intellectually, academically, emotionally, socially and physically. Employees shall at all times conduct themselves so as to be role models in support of this mission. Conduct which constitutes a threat to the safety, morals or welfare of students and employees, or the security of District property is not consistent with this mission."
    - 2) "The Menominee Indian School District is an Equal Opportunity Employer. It does not discriminate on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the military forces of the United States or any other factor outlined in state or federal law, with regard to hiring, terms, conditions, or privileges of employment. Where individual qualifications are equal, preference will be given in the following order: (1) member of the Menominee Nation, (2) Native American, (3) resident of the Menominee Reservation, (4) others."
  - C. The date by which complete letter of application must be received.
3. Upon the Board's declaration of a vacancy and approval of the position description the District Administrator (or appropriate administrator) shall:
- A. inform the building principal of the Board's action; and

- B. appoint the interview committee composed of the building principal, the immediate supervisor for the position (if different than the principal) and a District employee with the same or similar job responsibilities. The committee chair shall be the principal.
4. The Superintendent's Office shall be responsible for:
- A. implementing the recruitment plan for the position;
  - B. maintaining the official applicant file, which shall contain all original copies of documents relating to the applicant;
  - C. sending each person submitting a letter of application:
    - 1) a letter of acknowledging receipt of the letter of application specifying deficiencies, if any, in the applicant's submission and requesting their correction before the application deadline; and/or follow-up with a telephone call;
    - 2) a copy of the position description approved by the Board; and
    - 3) a copy of the Standard Background Information Form - Certified and Administrative, setting a 10 day deadline for its submission.
5. After the application deadline, the Superintendent's Office shall determine which applicants meet the minimum requirements for the position, and refer copies of their letters of application to the chair of the interview committee.
6. The building principal of the interview committee shall:
- A. review the qualifications of the applicants referred by the Superintendent's Office and schedule a time and place for interview of the applicants;

- B. write a standard set of interview questions;
  - C. interview each candidate's employment references using the standard set of reference questions and document the responses in writing for inclusion in the candidate's file; and
  - D. brief each candidate on the District.
7. Before a candidate is interviewed, each member of the interview committee shall review the candidate's letter of application and results of employment references.
8. Conduct of candidate interviews
- A. It is the responsibility of every member of the interview committee to attend all candidate interviews. Committee members may not leave an interview while it is in progress.
  - B. The committee chair shall pose all standard interview questions to the candidate. Committee members may ask follow-up questions to clarify a candidate's response, but may not ask impromptu questions outside the scope of the standard interview questions.
9. After the interview committee has adopted its recommendation, the chair shall:
- A. determine which candidate shall be hired.
  - B. communicate the decision to the District Administrator;
  - C. submit to the Superintendent's Office for inclusion in the applicant's file the original copies of the results of all employment references for each candidate who was interviewed; and
  - D. collect from committee members copies of all candidate materials and forward them to the personnel director for disposition.

10. The Superintendent's Office shall:
  - A. contact the recommended candidates to offer the job and ensure that the candidate promptly signs a Hire Form which includes a provision that it is conditioned on satisfactory completion of a background investigation;
  - B. immediately initiate a background investigation of the candidate under the established procedures;
  - C. inform the applicants that they have not been selected.
  
11. The District Administrator shall promptly review the results of the background investigation and the alcohol, drug and substance screening test after they are received and discuss any irregularities or questionable items with the Board in consultation with legal counsel. The results of the background investigation and the screening test shall be confidential, to the extent required by law and shall be separated from the other portions of the individual's personnel file by placing them in a manila envelope prominently marked with the following notation:

"CONFIDENTIAL: THE CONTENTS OF THIS ENVELOPE MAY NOT BE INSPECTED BY ANY PERSON WITHOUT THE PRIOR, WRITTEN CONSENT OF THE DISTRICT ADMINISTRATOR"

APPROVED: July 1990

REVISED: January 1994  
August 1996  
November 18, 2004  
June 2006