

## 533 RULE STAFF RECRUITING/HIRING PROCEDURES

The following regulations governing the process of recruitment and selection of professional and non-certificated staff are established in harmony with Board policy.

1. The School District of Wisconsin Rapids does not discriminate in employment on the basis of age, race, color, creed, religion, genetic information, handicap or disability, marital or parental status, gender, sexual orientation, transgender status, gender identity, national origin, ancestry, citizenship, arrest record, conviction record, pregnancy, veteran status, military service, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or use or nonuse of lawful products off District premises during non-working hours and away from District-sponsored activities, or other protected group status, as required by state or federal law.
2. Colleges, universities, and teacher placement agencies shall be among those sources contacted for recommendations of candidates for professional positions.
3. All candidates shall submit employment application materials.
  - a. Candidates for professional positions shall supply the school with transcripts of all college work.
4. The administration shall make reference contacts on finalists for all positions.
5. Certification status shall be determined where applicable. Candidates shall meet applicable state certification requirements and standards established by the regional accreditation association.
6. The most qualified applicants for each position in the District shall be invited for interview(s) in accordance with established procedures.
7. An employee shall be appointed only upon the recommendation of the superintendent or his/her designee. Should a person nominated by the superintendent be rejected by the Board, it shall be the duty of the Superintendent to make another nomination.
8. A health examination, as required by state law, shall be required of all successful applicants. The medical forms provided by the district must be signed by a licensed examining physician and shall be on file in the District office.

APPROVED: November 11, 1974

REVISED: September 9, 1985  
January 14, 2002  
February 11, 2008  
April 10, 2017