

**Westerville City Schools – Department of Human Resources**  
**Steps in staffing open/new positions (External Narrative bullets)**

**A. Verification**

- a. All candidates are to check the Westerville City Schools job posting board to verify open position.
- b. If qualified and interested candidates can apply electronically.

**B. Job Analysis**

- a. All candidates are encouraged to review the posted job description. This will ensure all candidates can perform the duties and meet all requirements required for the posted position.

**C. Recruitment**

- a. The Westerville City Schools will actively recruit the highest quality of candidates for all open positions.
- b. The Westerville City Schools will recruit internal and external candidates that fully meet the qualifications of the posted position.

**D. Screening**

- a. All candidates will be screened and categorized based on all variables that are included in the application process.

**E. Interviewing**

- a. All candidates that make the interview pool will be contacted for a series of interviews that may be at the building or district level depending on the position.
- b. All candidates will have a review of listed references.
- c. All candidates may be asked to provide sample teaching/work performance capabilities.
- d. The interview team traditionally includes building leadership, teacher representation, and student participation.

**F. Selection**

- a. Once interviews are complete the selection committee will make a recommendation to the Executive Director of Human Resources.
- b. Executive Director of Human Resources contacts recommended candidate and makes the job offer.
- c. Human Resources notify recommending Principal/Direct Supervisor that the recommended candidate has accepted the position.
- d. Applicants are notified that the position has been filled.