

## Selection Process

We kindly ask that you use this form to process and document your interviews and selections. It will greatly help us insure accurate and timely management of the selection process.

### 1. **Checking Out Applications:**

In the past, we have only requested one application from each applicant. This has created a conflict in that many applicants request consideration for more than one location. Having one application with multi-location consideration as prevented us from allowing you to remove the application from the District Office. This year we asked applicants to submit a complete copy of their application for each location of interest. This change will now give you the opportunity to “check out” the applications.

### 2. **Interviews:**

You do not need to interview external applicants, but if you do interview some but not all of the applicants, and you want to avoid the possibility of a claim of disparate treatment you should keep personnel notes to justify why one applicant was interviewed and the other was not. Case law supports such action when there are clear differences in the experience, education or job-related knowledge, skill, or ability between those interviewed and those not. You do not need to document your notes on this form, but you must keep record of them if the applicant questions you about your decision to not interview. The District Office will send a letter of non-selection to those who you interviewed but did not select.

### 3. **Selections:**

The Washington County School District is an equal opportunity employer. All selections must be based on the principle of merit and qualifications without discrimination because of race, religion, sex, color, age, national origin, disability, marital status, political affiliation, or any other non-merit factor. Additionally, all applicants that apply during the open period of announcement **must** be considered. To avoid costly investigation and legal dispute, please make sure you do not make selections before the closing date of the application and use this form to document the names of those selected, interviewed and considered. As it is very possible other principals may make the same selection it is a good idea to make more than one choice.

<b>Selections:</b>			
<b>Choice</b>	<b>Applicant Name:</b>	<b>Position and Notes:</b>	<b>Interviewed:</b>
1 <sup>st</sup>			<input type="checkbox"/> Yes <input type="checkbox"/> No
2 <sup>nd</sup>			<input type="checkbox"/> Yes <input type="checkbox"/> No
3 <sup>rd</sup>			<input type="checkbox"/> Yes <input type="checkbox"/> No
4 <sup>th</sup>			<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4. **Notification:**

In order to make sure all selections are correctly process and to avoid conflicts with multiple selections of the same candidate please let the District office notify the selectee of the selection.

### 5. **Please Return all Applications:**

If you elect to check out applications, you may be taking our only copy. The district is obligated to keep applications on file for future consideration and need them to process selections. So... please make sure you return them all.

**PRINCIPAL Approval and Agreement:** \_\_\_\_\_

Name

Date

