

NOTICE REGARDING APPLICATION PROCESS FOR CLASSIFIED POSITIONS

The Hesperia Unified School District is committed to fair and efficient personnel procedures. Listed below are procedures and policies used by the Personnel Division in the classified hiring process. Your help in understanding and following these procedures is very much appreciated.

The policy of this office regarding the processing of applications is as follows:

- Applicants submit their application to Personnel for screening. Only fully completed applications, including all requested information and signatures, will be accepted for processing.
- Personnel will screen applications for completeness, the applicant's ability to meet minimum qualifications and quality of training and experience.
- Only those applicants **meeting minimum qualifications** will be invited to test, if required for the position. If a large number of applicants meet minimum qualifications, only the most highly qualified applicants will be invited to test (or continue in the process if testing is not required).
- After testing, applicants will receive a postcard indicating their scores and whether or not they passed the test. The most highly qualified applicants from this group will then be invited for an interview.
- The successful candidate(s) chosen for the position(s) will be notified by Personnel or the department supervisor that they have been selected for the position, subject to Governing Board approval.
- The successful candidate will be contacted by Personnel to schedule an appointment to process pre-employment paperwork requirements.

Applicants who continue in the hiring process will be notified by Personnel of testing, interviewing and pre-employment meetings. If you are not contacted for any of these activities, we encourage you to apply for other positions in the District as they become available, providing you meet the minimum qualifications for the vacancy as contained in these postings.

Alan P. Giles
Director, Personnel Services