Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

Administrative Letter A058

District Position Staffing Checklist

Administrative Letter #58 District Position Staffing Checklist - Approved 08/29/2003; Updated 08/22/2013, 07/07/2017, 10/13/2025

DATE: Reviewed and Updated October 13, 2025

REGARDING: Selection Process

Attachment: District Position Staffing Checklist

WHEN FILLING POSITIONS, PLEASE FOLLOW THE SELECTION PROCESS.

All candidates must submit an application online through the district applicant system.

PLEASE NOTE: this includes candidates that have worked for you in the past and all temporary employees who would like to be considered for promotion or transfer. While there is currently an exception to this policy for career or provisional employees eligible for in-district transfer, all promotion candidates must also submit an application online to receive consideration.

1. Do not attempt to fill a position without obtaining funding approval from the administrator that is responsible for the program.

2. Once a request is approved by the Budget Department and received by the HR Department, we can determine with you if the vacancy needs to be advertised. Some positions must be advertised. If it has been previously advertised for the current school year, then a specific announcement about that position may not be necessary.

3. Do not finalize consideration of applicants prior to the job announcement closing. All submitted applications can be reviewed online through the WCSD online applicant system. You must use the online applicant system to document the selection process.

4. In every case, ALL eligible candidates must be considered. Make sure you consider only the candidates on the list. If someone comes directly to you, let him or her know they must apply through the WCSD online applicant system.

5. If you interview, make sure you interview all similarly qualified applicants. Make sure that you ask the same questions of all interviewed candidates. Make sure all questions are job related. Don't ask questions about family, health, religion, marital status, etc.

6. Once you have made a selection, do not notify the candidate directly. Do not obligate the District to a specific salary or hourly rate of pay.

7. Each applicant should be categorized into a Vacancy Pipeline Category prior to finalizing a selection. The categories are:

- Considered Applicant
- Interviewed
- . Good Second Choice
- . Recommend for Hire

8. Recommendations for hire must be submitted through the online applicant system by completing the Hire Form in the Recommend for Hire Pipeline Category.

9. This form can be submitted electronically and must be completed with Hiring Committee Information, Reference Check Information, and any additional special notes. Once the form is submitted, the online applicant system will immediately notify the HR Technicians via email. The HR Technician will get appropriate selection approval, if applicable due to state qualification requirements. The HR Technician will contact the selected candidate, electronically send the appropriate information and paperwork needed to begin employment, and print the contract with approved start date.

10. Do not let an individual begin work until he/she has an employee ID card. The ID card is given to an employee after all the requirements are met for employment. It is important to know, that if a candidate is not “qualified” with an endorsement, license, qualification requirement, background check, or has a nepotism conflict, we may not be able to offer a contract. This is another reason that you should not offer the position to the candidate directly. This process is extremely important. Allowing candidates to apply and receive appropriate consideration is an entitlement enforced by state and federal laws. It is intended to assure compliance with paraprofessional qualification requirements, Title VII Equal Opportunity Laws, ADA, IDEA Requirements and a host of other state, federal and District mandates. Failure to follow the process increases liability and creates the potential for lawsuits.

11. Please, if we have posted a position for your school, even if you have a one-year teacher who is an excellent candidate that you would like to hire, please do not tell other potential candidates not to apply. You need to consider all candidates who have applied and base your selection on the merits of their qualifications. Do not make a final selection before the closing date of the announcement. You do not need to interview external or temporary employees; however, if you interview any external or temporary candidate, you must interview all similarly qualified (same qualifications or related experience) candidates.

Your help in this area of employment is critical. If you have any questions, please contact the HR Assistant Director.