

RECRUITMENT AND SELECTION

Procedure:

1. Before taking action to fill a vacant position, the need to fill the vacancy will be reviewed. It may be that, upon review of the productivity, workload, and distribution of work of existing staff, a reorganization of work may be more cost effective and efficient.
2. If the vacancy is to be filled, the Recruitment Office will review the vacancy requirements with the appropriate supervisor. The supervisor will identify any special requirements or qualification and communicate the extent of recruitment activity required (i.e. Internal. Posting only or more extensive recruitment).
3. The Recruitment Office is responsible for all recruiting activities to include the following:
 - Internal Vacancy Notice posting. Vacancy Notices must be posted internally for a period of 2 weeks. Bids for vacancies will be made within the posting period.
 - Posting on OCM BOCES' web site (www.ocmboces.org) and posting on the On-Line Application System for Educators – OLAS (www.olasjobs.org/central).
 - Distribution of the Vacancy Notice for internal postings.
 - Classified advertising.
 - Request for and canvassing of civil service eligibility lists.
 - On-line file search of applicants through On-Line Application System for Educators (OLAS).
4. Interested applicants for unclassified vacancies will apply for positions by registering and applying online to [OLAS](#). All classified vacancies will follow civil service rules and regulations for canvassing eligibility lists provided by Onondaga County Department of Personnel.
5. Applications will be reviewed and monitored by the Recruitment Office. Applicant response emails/letters will be prepared and sent by the Recruitment Office.
6. After the application deadline date, the supervisor will receive a Supervisor Feedback Sheet (unclassified vacancies) that will need to be completed and returned to the Recruitment Office reflecting who was interviewed and supervisor comments. For classified vacancies, supervisors will receive packet of all applicants who wish to be considered for employment.
7. At the end of the interview process and after the position is filled, the Recruitment Office will notify all unsuccessful applicants that the position is filled.

8. For classified vacancies, the supervisor will return all unsuccessful applicant paperwork to the Recruitment Office. All candidates not selected will be so notified in writing pursuant to civil service rules.
9. The supervisor will communicate the offer of employment to the successful applicant. The offer is to be conditional on Board of Education approval.
10. The supervisor will submit the Employment Recommendation, through their appropriate Assistant Superintendent, to the Personnel Department in accordance with [Procedure 3.00](#). The Personnel Department is responsible for placing the recommendation on the appropriate Board of Education agenda for Board approval.