

**North Orange County Regional Occupational Program**  
**RECRUITMENT AND SELECTION**  
**ROP BP 4111**  
**BP 4211**  
**BP 4311**

## **Policy**

### **All Personnel**

The Governing Board is committed to employing qualified individuals to effectively carry out ROP's vision, mission, and goals.

The Superintendent or designee shall develop equitable, fair, and transparent recruitment and selection processes and procedures that ensure individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure it accurately describes the major functions and duties of the position. The Superintendent or designee shall disseminate job announcements to ensure a wide range of candidates. ROP's selection procedures shall include screening processes, interviews, recommendations from previous employers, and observations when appropriate, as necessary to identify the best possible candidate for a position.

The Superintendent or designee may establish an interview committee to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law. No inquiry shall be made with regard to any information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, about an applicant's salary history information, including compensation and benefits.

For each position, the Superintendent or designee shall present to the Board one candidate who best meets the qualifications established for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.