Western Dakota Tech Exhibit Number: 2004.Exhibit.001
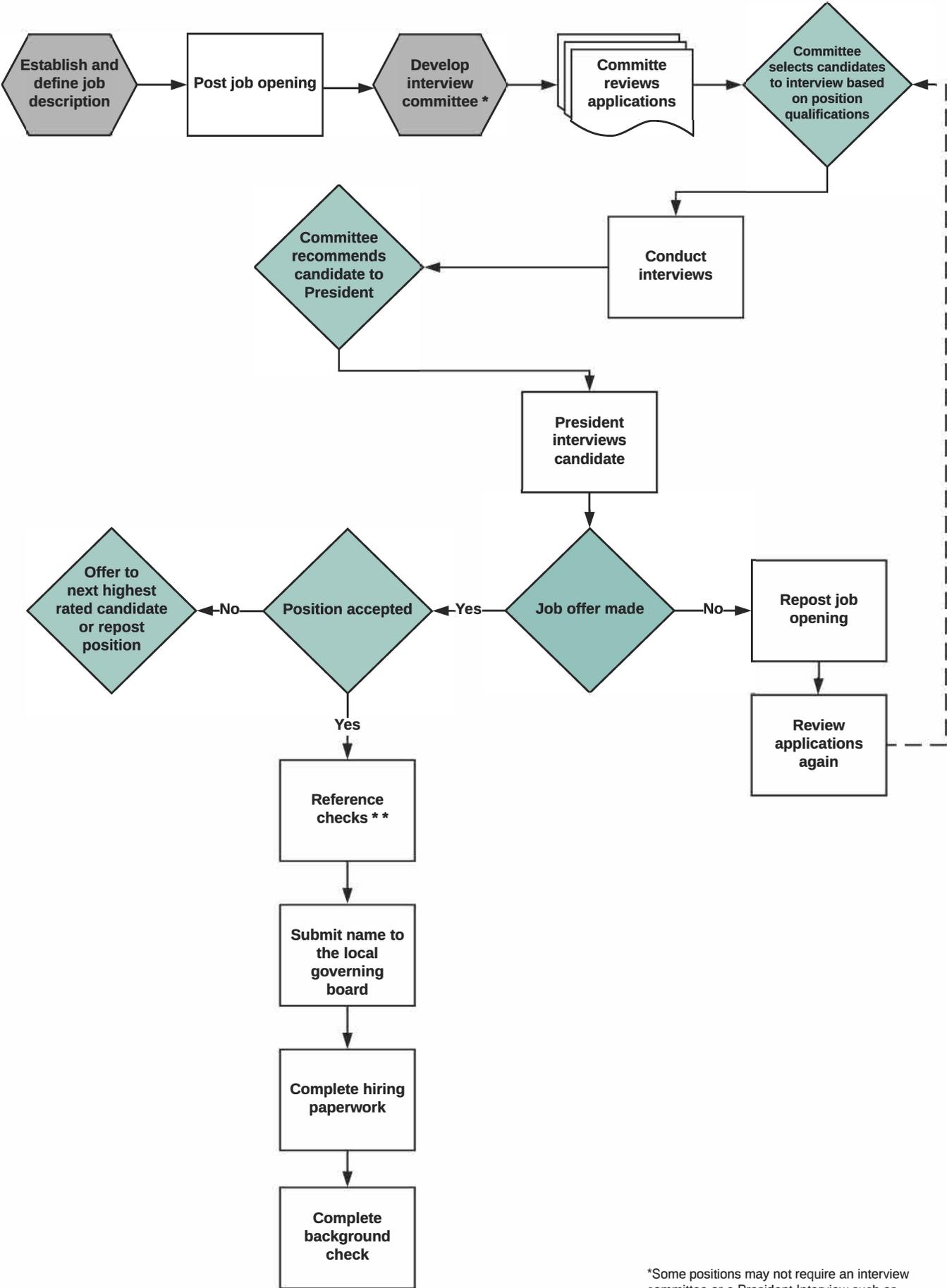
HIRING PROCESS

I. **Hiring Process** – Flowchart showing the hiring process

II. **Exhibit Contact** – Human Resources Director

III. **Exhibit –** See exhibit on next page

Legal References: None

Board Approved 4/23/2018; Committee Reviewed 12/12/2019

Western Dakota Tech Hiring Process

Establish and define job description → Post job opening → Develop interview committee * → Committe reviews applications → Committee selects candidates to interview based on position qualifications

Committee selects candidates to interview based on position qualifications → Conduct interviews → Committee recommends candidate to President → President interviews candidate → Job offer made

Job offer made —Yes→ Position accepted

Job offer made —No→ Repost job opening → Review applications again → (back to Committee selects candidates to interview based on position qualifications)

Position accepted —No→ Offer to next highest rated candidate or repost position

Position accepted —Yes→ Reference checks * * → Submit name to the local governing board → Complete hiring paperwork → Complete background check

*Some positions may not require an interview committee or a President Interview such as temporary help and work study positions.

**Reference checks may be done earlier in the process if deemed necessary.