

**BOARD OF TRUSTEES  
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 302  
CERTIFIED STAFF**

**RECRUITMENT AND SELECTION OF PERSONNEL**

The basic purpose of personnel recruitment and selection shall be to fill existing vacancies with individuals who meet established qualifications and who appear likely to succeed in the position to which they are assigned. It shall be the duty of the Associate Superintendent of Human Resources, with the advice and encouragement of the Superintendent, to establish the necessary criteria and procedures for the recruitment and selection of employees.

The following criteria shall apply to the recruitment and selection process of all School District personnel:

1. Highly qualified and desirable applicants shall be actively sought.
2. Selection shall be based solely on merit and eligibility for employment and shall not be affected by an applicant's race, religion, sex, age, disability, national origin, or color consistent with applicable federal, state, and local laws and regulations.

Adopted: August 29, 1979  
Revised: December 13, 1994