Recruitment of Employees

I. Recruitment activities are governed by specific personnel needs as determined by the Director of Human Resources. Personnel may be recruited via advertisements and/or announcements in selected publications, newspapers, professional journals, websites, the Prince William County Public Schools homepage, and other media. Members of the Human Resources staff shall visit appropriate conferences, conventions, and selected colleges and universities.

II. Recruitment of personnel shall be made without regard to the applicant's race, color, national origin, religion, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, disability, genetic information, or any other basis prohibited by law. The applicant shall meet Virginia certification requirements, where applicable. Exceptions may be granted by the Director of Human Resources in unusual situations. In reviewing other qualifications, the Human Resources Department shall consider, but not be limited to, information provided on the application, college or university transcripts, personal references, training, experience, and interviews.

III. Prior to the determination of final staffing requirements for the school year, Human Resources supervisors may recommend to the Associate Superintendent for Human Resources that "letters of intent to employ" be issued to outstanding applicants.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.