

## **GACC Recruitment and Hiring**

### Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

### Hiring

The board shall approve the hiring of all employees. No staff member employment is official until the contract or other document is signed by the candidate and approved by the board.

### Hiring sequence

- Conditional offer of employment is extended to the candidate in writing subject to satisfactory results of any reference check, background check, or drug testing. Provisional employment may begin before results are available to the district;
- Termination or revocation of conditional employment offer may occur based upon unsatisfactory results of any reference, background check, or drug test performed;
- Written acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

**BOE Approval April 12, 2023**