

CERTIFICATION OF NAMES

This policy applies to all non-Washington Management Service employees who are not subject to a collective bargaining agreement.

The Washington School for the Deaf (WSD) employees a unique blend of positions established to serve students who are deaf and hard-of-hearing. Our needs are best met by not establishing a uniform limit on the number of names certified to vacancies. Therefore, WSD will consider all candidates who meet the competencies and other requirements of the position.

The hiring manager will work with the Human Resources representative to determine the number of names to be certified for each vacancy on a case-by-case basis. The number of names certified will be influenced by the characteristics of the occupational category, the job market, and by the job competencies and other requirements needed for the position at the time certification is made.

- Each manager and supervisor is responsible to ensure that an accurate position description is established and maintained for each position under their supervision for recruitment, assessment and selection purposes.
- The Human Resources representative is responsible for recruiting, screening, and certifying applicants according to agency procedure, state and federal laws.

In compliance with WAC 357-16 the WSD Board of Trustees directs the Superintendent to establish a Certification of Names procedure.

Legal References: WAC 357-16

Adoption Date: October 20, 2005