

## **PROCEDURE 430 - RECRUITMENT AND SELECTION**

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- I. All full-time positions which become available within the District will be posted in each building. A Notification of Vacancy (PF 012), (Appendix A), will be initiated by the Personnel Department to communicate the position opening to all employees of the District.
- II. Position openings will be posted for a minimum of five working days. Persons interested in an opening will discuss possible transfer with their immediate supervisor and then make application to the Personnel Department.

Procedure 430 Dated: 3/2/99  
(formerly Procedure 4111&4211)  
Procedure Dated: 5/20/86

School Board  
INDEPENDENT SCHOOL DISTRICT 279  
Maple Grove, Minnesota