

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**GUIDELINES FOR FILLING VACANT POSITIONS**

1. At the initiation of the recruiting process, the appropriate program administrator/director will set up a screening and/or interview committee.
2. Within two (2) days of the posting closing and/or advertisement deadline, whichever is later, Human Resource Services (HRS) will send the applications to the appropriate instructional services program administrator or the School Support Services (SSS) director.
3. Within one (1) week of the posting/advertising closing, the screening committee will meet.
4. As soon as possible and normally within two (2) weeks of the posting/advertising closing, interviews will be conducted where there are internal candidates only, in the same tenure area/civil service classification. Where there are candidates from the outside, the interviews will be conducted within three (3) weeks, whenever possible.
5. When an outside candidate is needed to fill a position, every attempt will be made to ensure a maximum turnaround time of six (6) weeks from the time the posting/advertising closes to completion of the Recommendation for Employment and supporting packet to the District Superintendent for signature/approval. Every attempt will be made to fill the vacancy within seven (7) weeks of posting/advertising closing. The timing may vary depending on the time the candidate needs for release from his/her prior job, civil service procedures, and/or the date the BOCES Board of Education meets to approve the recommendation.