



MORGAN HILL UNIFIED SCHOOL DISTRICT  
Human Resources Division  
15600 Concord Circle  
Morgan Hill, CA 95037  
(408) 201-6015 Fax: (408) 776-3469

## **CLASSIFIED EMPLOYEES HIRING PROCEDURE**

- The Personnel Commission rules and regulations ensure that the selection of qualified candidates is made solely on the basis of merit and fitness through a process of competitive examination.
- Passing score on a written test is 70%.
- After the testing process is completed, an eligibility list is established based on the highest score which receives the number one rank, second highest score number two, etc. Tie scores can result in more than one person sharing a rank.
- The eligibility list is good for one full year or until it has three or less candidates remaining. The list may be extended for an additional year at the discretion of the Personnel Commission.
- Notification of test score and rank on the eligibility list is mailed as well as expiration date of the list.
- When there are openings, the top three ranks are invited to interview.
- After selection for a specific position, but before hire, the candidate must provide fingerprint and TB clearance. Upon hire, proof of citizenship status is required.