

CERTIFICATED EMPLOYEE - HIRING PROCESS

Advertise Position - EDJOIN Posting

- Personnel must receive a "personnel request" form with signatures of all authorities such as: Funding source(s), Fiscal and Personnel.

Applicant Screening

- Applications are screened by Personnel staff. Target completion date is 5 days after closing of posting.

Eligibility List Created

- Eligibility list is created and e-mail notification is sent to site administrator. Candidates are selected for interview.

Interviews Scheduled

- General Rule: interview within 2 weeks of closure of posting. Interview packet/forms are provided to be returned to Personnel upon completion of interviews.

Request to Employ

- Prior to making hiring recommendation, call colleagues for references and conduct reference checks. Submit interview packet & request to employ to Personnel.

Employment Approval

- The Assistant Superintendent or Senior Director of Personnel Services will give final approval for hiring and will extend the offer.