Personnel Asst. receives clearances and notifies administrator

Personnel Asst. assigns NEO via Talent Ed

Administrator sends completed recommendation form to Personnel Asst.

Personnel Asst. checks for NEO completion and enters job record

Administrator contacts candidate and offers the position

If the candidate accepts, the administrator will instruct them to call their Personnel Asst. in HR

Personnel Asst. schedules appointment for completing drug screening and fingerprinting paperwork, I9 form, and badge picture

Domain Account Form is sent to ITS (this is NOT an indication of clearance)

Personnel Asst. verifies vacancy

Retirement Specialist verifies FRS/retirement status

Certification Specialist reviews certification

Certification Specialist checks for educator misconduct

Asst. Supt. For HR approves hire

Personnel Asst. finalizes hiring approval

Email notification of approval is sent to Administrator from Talent Ed

Administrator will click on the link in the email, then scroll to the bottom of the hiring workflow to review HR notes and check to see if MOU is needed – (MOU needs to be received in HR within 2 weeks of start date)

Administrator submits candidate for hire in Talent Ed

Administrator schedules and conducts interviews

A minimum of 5 applicants are interviewed (provided at least 5 applicants meet minimum qualifications)

Transfer requests are granted an interview if qualified for the position

Complete reference checks and hiring rubrics

Principal/Administrator screens Talent Ed applications for candidates

Reviews certifications, Veterans’ Preference, and transfer requests

Principal contacts Personnel Assistant to post position in Talent Ed

Personnel Asst. verifies vacancy

Certification Specialist posts vacancy

(Position must be posted 3 days prior to offering employment)

Applicant completes online application via Talent Ed

Vacancy is created due to creation of a new position or receipt of a separation document