

## Hiring Procedures Checklist-Walk On Coach Athletics

- Step 1  Site submits **Recommendation to Hire Packet** to [christenfischer@iusd.org](mailto:christenfischer@iusd.org)
- Step 2  Site notifies candidate of conditional hire and describes hiring process and required certifications and training in advance of invitation from HR to submit hiring paperwork
- Step 3  HR Reviews **Recommendation to Hire Packet**
1. Recommendation for Employment form
  2. Candidate Summary for each candidate interviewed
  3. Employment Telephone Reference
- Step 4  HR contacts final candidate for appointment
- Step 5  HR verifies the following

General Hiring Requirements	Coaching Requirements
Fingerprints DOJ and FBI or ASCC TB and/or Chest X-ray Short Term Employee Agreement Training- <ul style="list-style-type: none"> <li>• Mandated Reporter</li> <li>• Injury / Illness Prevention</li> <li>• Bloodborne Pathogens</li> <li>• Sexual Misconduct</li> </ul> Employment Reference complete Edjoin application complete	Coach Training <ul style="list-style-type: none"> <li>• On-line Fundamentals of Coaching <b>OR</b></li> <li>• IUSD Class</li> </ul> Safety Certifications <ul style="list-style-type: none"> <li>• CPR</li> <li>• First Aid</li> <li>• Heat Illness</li> <li>• Concussion in Sports</li> <li>• Sudden Cardiac Arrest</li> <li>• Water Safety (water sports)</li> <li>• <b>Title 5 Coach Certification</b></li> </ul>

- Step 6  HR notifies the site of start date after hiring process has been completed.
- Step 7  **Athletic Director/site contacts candidate to begin work**
- Step 8  Site completes Title 5 Certification and sends to Ed Services

**CONGRATULATIONS! YOU HAVE SUCCESSFULLY HIRED A NEW IUSD COACH!**



## ATHLETIC WALK ON COACH REQUIREMENTS

Sites may share this document with candidate upon recommendation for hire to expedite the hiring process.

**The candidate must provide evidence of completion of the coaching requirements. Please print and bring following certifications (certificates) to Human Resources.**

1. First Aid
2. CPR
3. Required on-line courses:
  - a. *Fundamentals of Coaching Class*
    - i. On-line version at <http://nfhslearn.com/courses/61113>  
or
    - ii. In-person class at IUSD Board Room ~ 6:00 – 8:00 p.m.
      1. \_\_\_\_\_
      2. \_\_\_\_\_
  - b. *Concussion in Sports / CA* <http://nfhslearn.com/courses/38000>
  - c. *Sudden Cardiac Arrest* <http://nfhslearn.com/courses/61031>
  - d. *Heat Illness Prevention* <http://nfhslearn.com/courses/61140>
  - e. \**Water Safety*, if applicable\* (please check with Athletic Director for course)

**All candidates must have an employment application on file. This can be found at this link and should be completed prior to meeting with HR staff**  
<https://www.edjoin.org/Home/DistrictJobPosting/952696>

WOC (In-District/With IUSD Approval Only). The password is COACH.

Contact [christenfischer@iusd.org](mailto:christenfischer@iusd.org) for any questions for Human Resources.

### General information about reference checking:

- As a courtesy, inform applicants that you will check references, request a reference and verify that the contact numbers are up to date. Respect their request to refrain from contacting their current supervisor until they are a finalist for the position.
  - **Important Note: Final hiring decisions should be made only after talking with most current supervisor.**
  - Always check with **at least one reference** before making a recommendation to hire, remembering that the best predictor of future performance is past performance.
  - Discuss options with Human Resources if an applicant has requested that their current supervisor not be contacted.
  - Use the attached set of questions to be asked of all references, based on the requirements for the job. Follow-up questions may be asked, but must be job-related.
  - Be discreet when making calls and do not leave messages with others as to where you are calling from, why you are calling, etc.
  - It is not necessary to advise references of circumstances under which information they provide will be disclosed to the applicant at the outset of the reference check. However, do not promise that information will be kept strictly confidential. Applicants who request information regarding reference checks will be told that it is not our practice to disclose this information. However, applicants who make formal written requests are entitled to copies of your notes from the reference check.
  - Submit the Employment Telephone Reference form to HR with the hiring packet.
-



## ATHLETIC COACH EMPLOYMENT TELEPHONE REFERENCE

Name of Candidate \_\_\_\_\_ Date \_\_\_\_\_  
Position \_\_\_\_\_ Location \_\_\_\_\_  
Name of Reference \_\_\_\_\_ Current Position \_\_\_\_\_  
School/District/Company \_\_\_\_\_ Reference Completed by \_\_\_\_\_

**\*Please speak to the immediate supervisor. Begin with:** *I'm calling you as a reference for (name) who is a candidate for a position with our District. I'd appreciate your candid responses to a few questions.*

1. In what capacity do you know the candidate and for how long? Were you their direct supervisor?
2. What position does (name of candidate) hold with your organization and what are his/her specific responsibilities?
3. How would you describe the candidate's effectiveness as a coach?
4. How would you describe the candidate's ability to work with students/young people?
5. Describe the candidate's attitude towards his/her job, coworkers, students and supervisors.
6. How would you assess the candidate's strengths?



## ATHLETIC COACH EMPLOYMENT TELEPHONE REFERENCE

IRVINE UNIFIED  
SCHOOL DISTRICT

7. What are some possible areas of growth for the candidate?

8. Additional Questions from Site/Department (optional).

a. Write question and notes here

b. Write question and notes here

9. **REQUIRED- Ask at least one of the following questions:**

a. Would you want your son/daughter/grandchild on this coach's team? Why/why not?

b. If he/she left your organization, would you rehire him/her?

Reference Completed by \_\_\_\_\_ Position/Title \_\_\_\_\_

Date \_\_\_\_\_

Attach Telephone Reference Form to Recommendation to Hire.



**Submit one form for each candidate interviewed.**

**Candidate** \_\_\_\_\_

**Requisition No.** \_\_\_\_\_

**Position:** \_\_\_\_\_

Interview strengths:

Interview concerns:

Summary statement regarding match for Irvine (include information on reference calls if appropriate):

Interview conducted at \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Participants:

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_



# IRVINE UNIFIED SCHOOL DISTRICT

Human Resources - 5050 Barranca Parkway • Irvine, CA • 92604-4652 • (949) 936-5000 ext. 5130 • FAX (949) 936-5139

## Recommendation for Employment - Athletic Coaches

Name of Candidate _____ Phone # _____ Email _____	School _____
Sport/Activity	Date

This candidate is being recommended for the following - (Mark one position only for initial hire)

Athletics Regular Season (Fall, Winter, Spring)	Athletics Out of Season	Summer Athletic Camps
<input type="checkbox"/> Head Coach <input type="checkbox"/> Assistant Coach Level <input type="checkbox"/> Varsity <input type="checkbox"/> JV <input type="checkbox"/> FS	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Head Coach <input type="checkbox"/> Senior Asst. Coach <input type="checkbox"/> Asst. Coach II <input type="checkbox"/> Asst. Coach I <input type="checkbox"/> Junior Asst. Coach

The following documents are attached to this Recommendation for Employment

<input type="checkbox"/> <b>Candidate Summary</b> <input type="checkbox"/> <b>Employment Telephone Reference</b>
---

Athletic Director Approval \_\_\_\_\_ (name) \_\_\_\_\_ (date)

Principal/designee Approval \_\_\_\_\_ (name) \_\_\_\_\_ (date)

**To be completed in Human Resources**

Human Resources Approval \_\_\_\_\_ (name) \_\_\_\_\_ (date)

Candidate First Eligible Day of Work \_\_\_\_\_ (date) \_\_\_ Site emailed

## Walk-on Coach Hiring Overview

