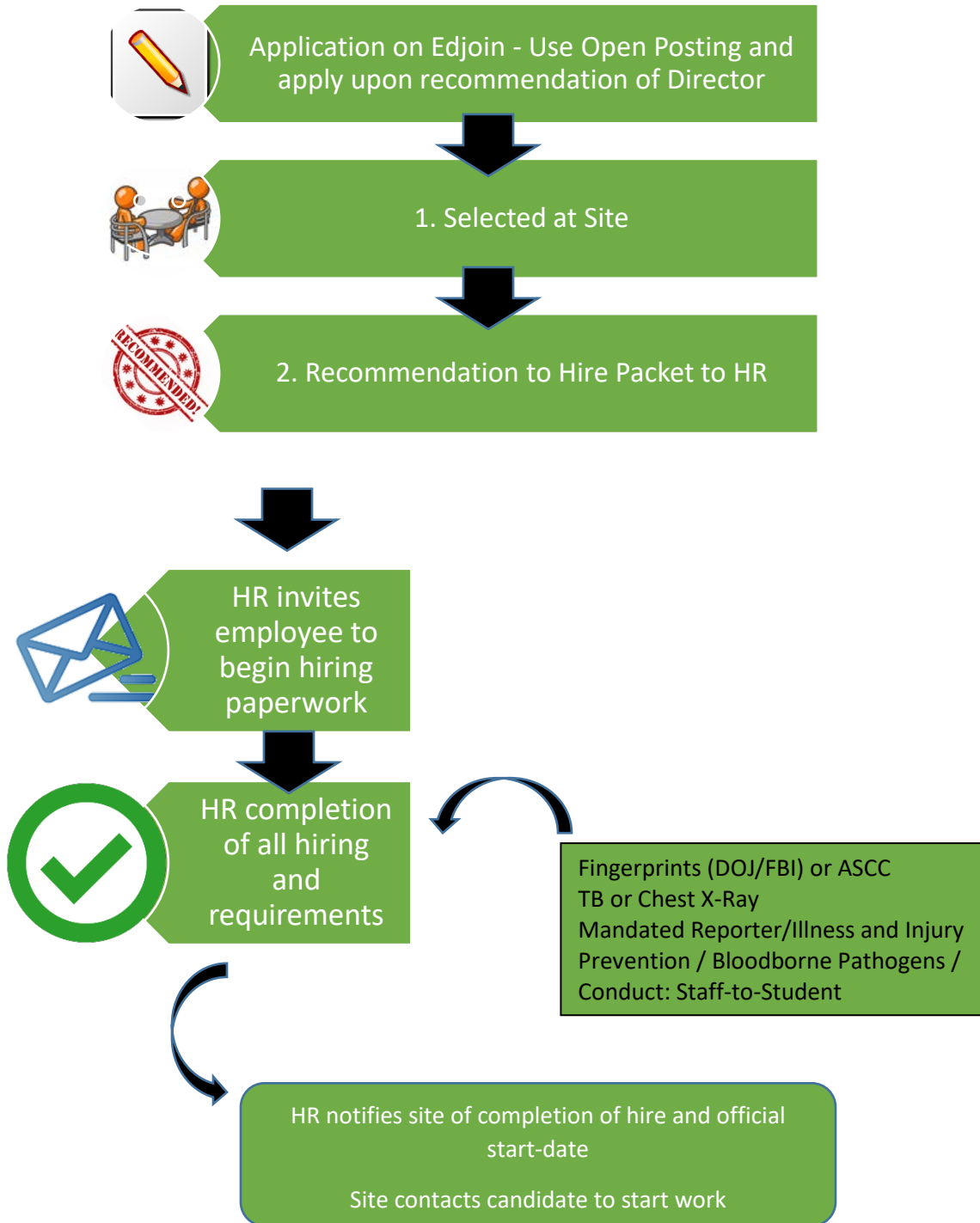


## VAPA Clinician/Assistant Hiring Overview



## Hiring Procedures Checklist-VAPA

- Step 1  Site submits **Recommendation to Hire Packet** to [marianparish@iusd.org](mailto:marianparish@iusd.org)
- Step 2  Site notifies candidate of conditional hire and describes hiring process and required 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
  3. Employment Telephone Reference
- Step 4  HR contacts final candidate for appointment- Applies on Edjoin if not yet complete
- Step 5  HR verifies the following

General Hiring Requirements
Application on Edjoin 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>• Conduct: Staff to Student</li> </ul> Employment Reference complete Edjoin application complete

- Step 6  HR notifies the site of start date after hiring process has been completed.
- Step 7  **VAPA Director/site contacts candidate to begin work**

**CONGRATULATIONS!**  
**YOU HAVE SUCCESSFULLY HIRED A NEW IUSD VAPA CLINICIAN/ASSISTANT!**



# 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 -VAPA Clinician/Assistant

Name of Candidate _____	School _____
Phone # _____	_____
Email _____	
_____	
Position/Instrument (Band, Orch, Choir, MB)	Date

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

<b>Summer VAPA Camp</b>	<b>VAPA Clinician/Assistant</b>
<input type="checkbox"/> Clinician V	<input type="checkbox"/> Clinician V
<input type="checkbox"/> Clinician IV	<input type="checkbox"/> Clinician IV
<input type="checkbox"/> Clinician III	<input type="checkbox"/> Clinician III
<input type="checkbox"/> Clinician II	<input type="checkbox"/> Clinician II
<input type="checkbox"/> Clinician I	<input type="checkbox"/> Clinician I

The following documents are attached to this Recommendation for Employment

<input type="checkbox"/> <b>Candidate Summary (with or without interview)</b>
<input type="checkbox"/> <b>Employment Telephone Reference</b>

### VAPA Director Approval

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Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

### Principal / designee Approval

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Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

### To be completed in Human Resources

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

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

**Submit one form for recommended candidate.**

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

Short bio of candidate:

Strengths:

Concerns/Questions:

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

---

Signature

Print

Date

**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. For VAPA positions, the Director may be the reference if he/she knows the candidate well enough to vouch for them and should fill out the reference form.**
  - 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.
-



## VAPA CLINICIAN/ASSISTANT 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 \_\_\_\_\_?
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?



## VAPA CLINICIAN/ASSISTANT EMPLOYMENT TELEPHONE REFERENCE

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 coached or taught by this instructor? 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.