

# Hiring Procedures Checklist

Location \_\_\_\_\_ Requisition Number \_\_\_\_\_

- Step 1**       Administrator submits a Personnel Requisition to Human Resources (HR)
- Step 2**       Requisition reviewed and approved by HR and Fiscal Services
- Step 3**       Posting date is assigned and position is advertised by HR
- Step 4**       Contact HR to indicate who will review applicants (if other than the principal-must be an administrator)  
 Review applicants ([www.edjoinadmin.org](http://www.edjoinadmin.org)), checking for transfer requests from in-district employees. Current employees who meet the requirements of the position **and** submit a transfer request by the date and time indicated on the EdJoin posting **MUST** be offered an opportunity to interview
- Step 5**       Conduct interviews  
 Verify that all employees who meet the requirements of the position and submitted transfer requests as specified in Step 4 were offered an opportunity to interview  
 Make Reference Calls
- Step 6**       Administrator informs final candidate that he/she has been *recommended* for hire subject to successful completion of the hiring process in HR. **Please inform candidate that should they accept this offer, they are taking themselves out of consideration for other positions in which they may have applied and been eligible.**
- Step 7**       Submit all the following immediately to HR:  
1. Recommendation for Employment form if a **new** employee **OR** Change of Status for **current** employee  
2. List of interview questions  
3. List of all candidates interviewed and the dates they were interviewed  
4. Candidate Summary for each candidate interviewed  
5. Employment Telephone Reference (required for all positions – use Certificated or Classified form based on the position)  
6. Teacher Transfer Rating Sheet (*certificated only*)  
*Note: If **BOTH** in-district and out-of-district candidates are interviewed, a Transfer Rating Sheet is required with points indicated for **ALL** interviewed.*
- Step 8**       Submitted paperwork from Step 7 is reviewed by HR. HR will call candidate to come in and to complete the hiring process. Please give us 24 hours to review submitted paperwork. A final Offer of Employment is made contingent upon fingerprint clearance and approval by the Board of Education.
- Step 9**       Candidate reports to work after the hiring process has been completed and official start date has been communicated by HR to the site and employee.

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