

Remote Hiring Procedures Checklist

Location _____ Requisition Number _____

Step 1-Submit Req

- Administrator submits a Personnel Requisition to Human Resources (HR)

Step 2-Processing

- Requisition reviewed and approved by HR and Fiscal Services

Step 3-Posting

- Posting date is assigned and position is advertised by HR

Step 4-Screening

- Contact HR to indicate who will review applicants (if other than the principal-must be an administrator)
- Review applicants (www.edjoinadmin.org), checking for transfer requests from indistrict 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-Interviewing

- Determine who will sit in on interview panel. Panel participants will take notes remotely. A candidate ranking form can be emailed to panel participants. All notes/ranking sheets are to be destroyed by panel participant when interviews are complete.
- Conduct interviews via phone, Zoom, Google Meet. Administrator conducting interviews will keep the interview questions and ask them during the interview for question security. **No questions should be emailed to panel participants or candidates being interviewed.**
- Fill out candidate summary form for each candidate with panel input. Administrator to type in name of panel participants as indication that they assisted in filling out the form. Administrator signs form for each candidate.
- 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-Recommendation for Hire

- 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. It is very important that the candidate understand they cannot accept another offer once they accept this one.**

Step 7-Submission of Hire Paperwork

Submit all the following immediately to HR:

1. Recommendation for Employment form
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-HR Offer of Employment/Paperwork Finalization

Submitted paperwork from Step 7 is reviewed by HR. HR will call candidate to complete the hiring process. Please give us 24-48 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-Employee Start Date

Candidate reports to work after the hiring process/paperwork has been completed and official start date has been communicated by HR to the site and employee. Employee may not start until HR has officially given site/employee a start date.

Current employee may start work once HR has given site official start date. Site should submit a COS with official start date. Do not start employee until COS has been submitted and approved by HR.

CONGRATULATIONS! YOU HAVE SUCCESSFULLY HIRED A NEW IUSD EMPLOYEE!