

## *Hiring Process Procedures*

### **I. Identify Staffing Need**

#### **A. Filling Current Position:**

1. Direct Supervisor notifies Human Resource Department
2. Job Position is posted on website
3. If suitable candidate (s) is found:
  - a. HR will screen application
  - b. HR will forward application to Department Supervisor / Director
  - c. Departmental Supervisor and Departmental Director will form a committee (2-3 people) to schedule and conduct interview
  - d. HR will conduct a preliminary interview
  - e. The committee will interview the applicant. If committee recommends applicant an interview will be conducted by Department Supervisor /Director or Principal.
  - f. Departmental Supervisor/ Director and committee will make a recommendation for hire with signature approval from Supervisor/Director and committee members.  
Recommendation must be accompanied by ALL required documentation:  
application, resume, valid certification, HQ form, transcripts, service records & references

#### **B. Creating New Position**

- a. Superintendent, HR and Department Supervisor/ Director will meet to discuss position.
- b. HR defines and writes job description
- c. A discussion to meet with Board Members must be placed on the Board Agenda for approval of new position.
- d. Once position has been approved by Board Members the position will be updated and posted on website.
- e. If suitable candidate (s) is found, steps **a** through **f** will be followed.

### **II. Hire Candidate**

- a. HR Director, Director of Finance and Superintendent signatures are required to validate pay range agreement for new hire.
- b. HR Assistant will contact the candidate to report to HR to complete the fingerprinting and background check.
- c. HR will upload applicant's information into TEA to verify for fingerprints.
- d. HR will upload applicant information into TEA data base. Applicant will receive an email from MorphoTrust for the applicant to schedule a fingerprinting appointment. (This process may take up to 2 (two) weeks depending on appoint availability)
- e. HR will request fingerprints from the TXDPS secure website if applicant's prints are on file.
- f. HR will receive email from TXDPS notifying prints are ready to subscribe (approximately 72 hrs.)
- g. Once background check and fingerprinting has been verified and cleared with DPS and TEA, the candidate will be contacted and made an offer for employment by HR.
- h. Once applicant has accepted employment, he/she would be contacted by HR for scheduled orientation and given instructions to access new hire employee forms on district website.
- i. HR will input new employee information into JR3.
- j. New hire employee information sheet, W-4, direct deposit form and offer letter will be forwarded to payroll for input into JR3.