

Hiring Process Procedures

I. Identify Staffing Need

A. Filling Current Position:

1. Department Administrators (Directors, Managers, Principals and Supervisors) fills out a “request to fill position” form and submit to Human Resource Department.
2. Once approved by Finance Director and Superintendent the job position will be posted.
3. If suitable candidate (s) is found:
 - a. HR will pre-screen applications (i.e., name based background check, required documentation (transcripts, certifications, resumes)
 - b. HR will forward qualified applications to Department Administrators
 - c. Department Administrators will contact HR to schedule interview with selected applicants
 - d. HR will conduct a preliminary interview
 - e. Departmental Administrators will form a committee (minimum 3 people) to conduct a second interview
 - f. The interview committee will make a recommendation for hire with signature approval from all committee members and Departmental Administrator. Recommendation must be accompanied by ALL required documentation :
(Application, resume, valid certification, HQ form, transcripts, service records & references) Reference checks must be completed before applicant is hired.

B. Creating New Position

- a. Superintendent, HR and Department Supervisor/ Director will meet to discuss position.
- b. HR defines and write job description
- c. A discussion to meet with Board Members must be placed on the Board Agenda for approval of position.
- d. Once position has been approved by Board Members the position will be 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 fingerprints.
- d. HR will contact applicant if TEA does not have fingerprints on file. Applicant will be contacted to pick up FASTPASS (within 24 hrs.) This process may take up to 2 (two) weeks depending on appointment availability at L-1 enrollment.
- 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, he/she would be contacted and sent new hire packet (via email) and given an appointment time to attend a new hire orientation.
- i. Once new hire packet has been completed HR will input information into HR Demo.
- j. New hire employee information sheet, W-4, direct deposit form and offer letter will be forwarded to payroll for input into JR3.