

How to hire Part Time Custodians and Custodial Sweepers:

The process to hire a Part Time Custodian and a Custodial Sweeper is the same, except for the reference number.

The reference number for a Part Time Custodian applicant is “custodian000”, the reference number for a Sweeper applicant is “sweeper000”, replace 000 with your three digit location number. These reference numbers are all one word with no spaces. Give this reference number to your applicant to use for completing an application. When they have submitted their application, do the following:

Go to the “Applicant Interview” screen in Encore. Scroll to the bottom to “Job Announcements”, then to the right to “Hiring Authority”. Click on the three dots to the right of “Hiring Authority”.

Job Announcements

Ref #	# of Vets	Job Title	Location	Open Date	Close Date	Type
CUSTODIAN747	0	Part-Time Custodial Position	747 - Catalyst Center	11/29/2021		Hiring Authority

Below “Applicants” is “Applicant Candidates”. If you have applications to review, there will be a number next to “Applicant Candidates”. Click on the dark blue bar and it will open a section that will have the applicant’s name.

Click on “Interview”. Then click on the tiny blue circle with a check mark in it.

Applicants

▼ Applicant Candidates 1

Advanced Sort

Name	Applicant Group	Contact Info	License Status	Interview
[Redacted]	Unassigned	[Redacted]	Unlicensed	<input checked="" type="checkbox"/> Interview

Referral Source

Interview Status Interview

The following screen will pop up:

Request Hire

Name [Redacted] Phone [Redacted] Email [Redacted] Interview Status Interview

Applicant Information > Confirm Hire

Applicant Information

The start date must be filled out to complete this step.

Start Date

Position ID (Optional)

Comments (Optional)

Complete the “Request Hire” form and follow the prompts to confirm hire.