

## **RECOMMENDATION FOR HIRE TIPS & TRICKS**

Prior to reaching out to the candidate your team would like to recommend for hire, please make sure all of the reference checks have been completed (1 supervisor; 2 personal). Below are some helpful hints that will speed up the process and limit any chances of losing your candidate:

### **Making the Phone Call**

- Suggested *“Thank you for interviewing with us at SCHOOL. As one of our finalist, we would like to move forward by recommending to Human Resources for employment.”*
- Double check all contact information (phone number(s), email address, etc.) is accurate.
- Ensure their Resume and Official Transcripts are correct in the Application (their compensation will be based on this). If NOT, attach to the recommendation.
- Communicate any job specific information the candidate may need to know.
- DO NOT discuss compensation or benefits (refer them to salary schedules and benefits office)
- As the Hiring Manager, you are the point of contact with any job specific questions.
- Keep the future employee on the “Hook”. Reach out frequently and ensure them they are the one you want. Hiring Managers will be the point of contact until HR makes the offer.

### **Hiring Process**

- Submit your recommendation for hire using the Recommendation for Employment link on Hiring Manager website
- Complete the form entirely including references (1 supervisor; 2 personal)
- Incomplete Resume and Transcripts WILL hold up the process
- HR will NOT discuss compensation with Hiring Manager or NEGOTIATE compensation with candidate
- Refer to the Principal Dashboard to see progress of candidates
- Status email(s) will come to Hiring Manager and employee as **Microsoft Power Apps and Power Automate** or Recruiter name (Check your Junk Mail and move to favorites)
- Once “Cleared” inform HR recruiter of Start Date\*\*\* Subject to Change
- DO NOT START EMPLOYEE until cleared with HR

### **Other Notes?**

- If Updated/Accurate Resume and Transcripts are not submitted in the application, be sure to submit with the Recommendation for Hire. Applicants will be able to reach out after the offer if something is not accurate, but this will SLOW down the process.
- We will NOT review teacher offers after offer. If they have additional transcripts or experience, they can submit for Increment Credit the following month.
- Be sure to check “Junk Mail” for automated emails (there may be some Application Permissions that need to be changed if you are not receiving them)