Colorado Springs School District 11

Human Resources

Hiring Process 2024

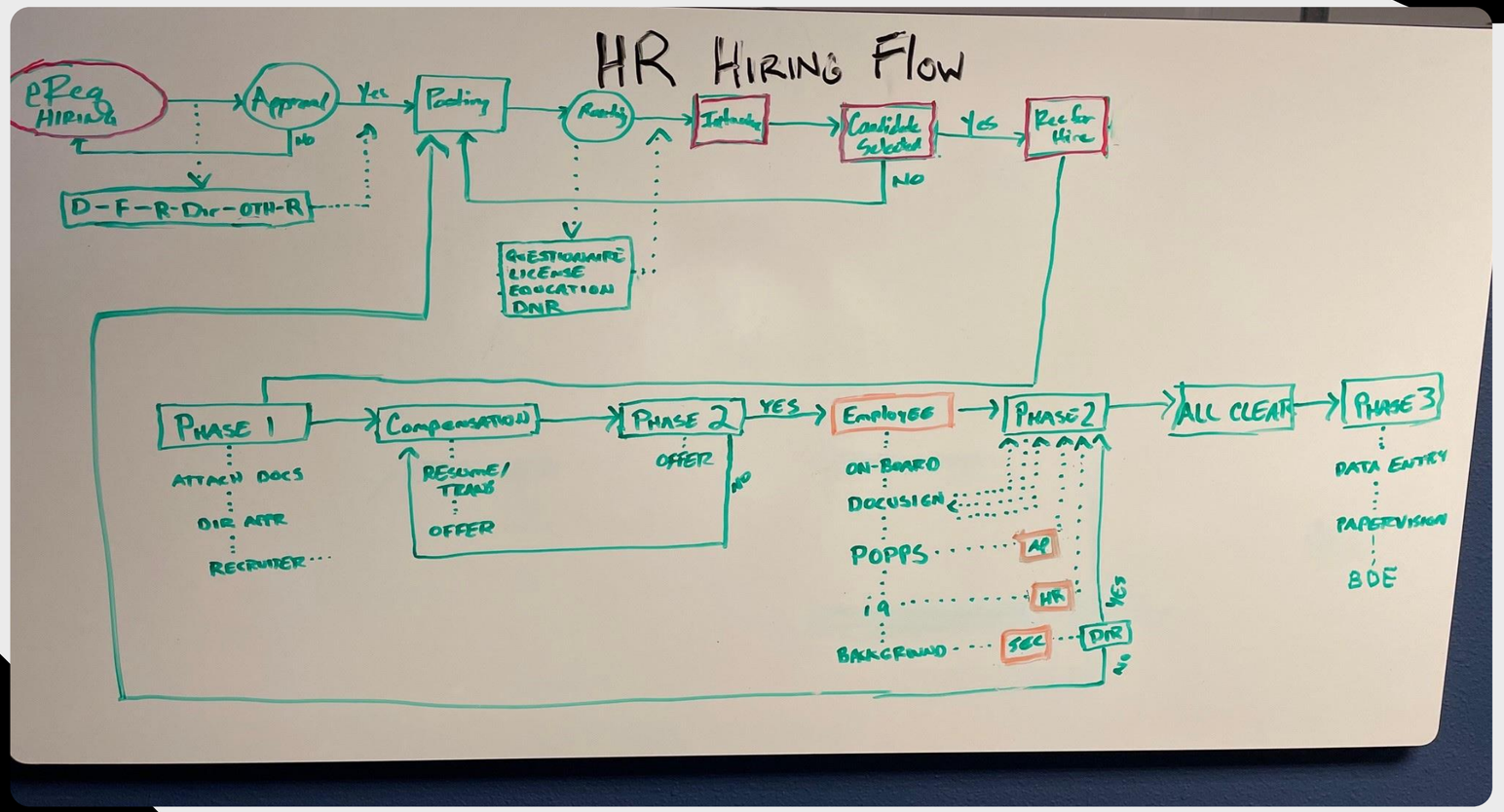
How did we get here?

- Hiring managers have expressed need for change and efficiency
- Burnout and frustration inside department
- Understanding our limitations and start to think outside the box

Feedback Recieved

- Hiring managers to have more autonomy in the process
- Fewer steps
- Better communication
- Quicker turn-around
- Determine efficiencies during the RFP process
- Hire First, Hire Best, Hire Fast!

Past Practices/Processes

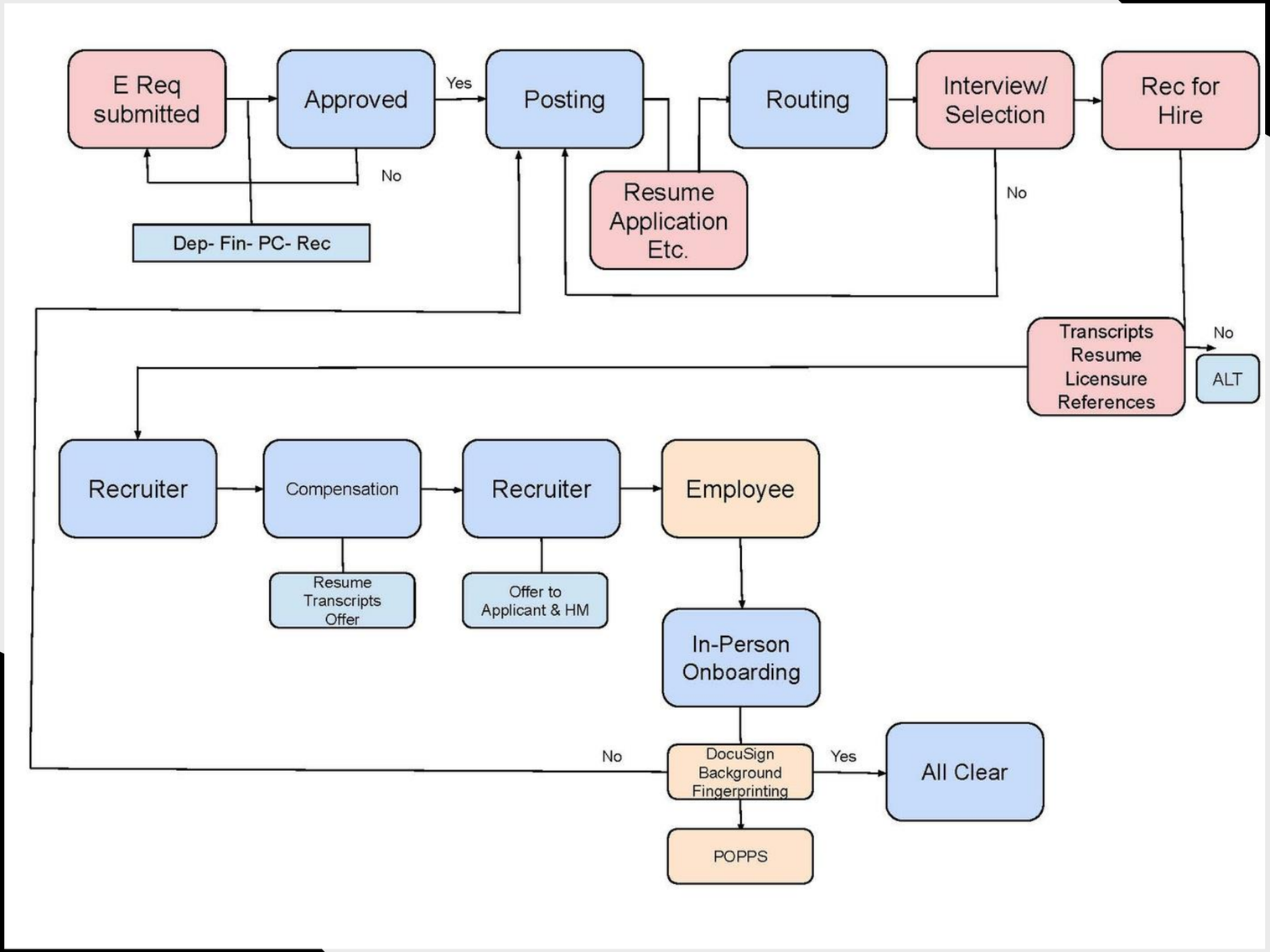


*23+ Touchpoints in some cases

What we are covering today

- Fewer Touch Points (23/10)
- Single Point of Contact for Hiring Managers
- Resources for Hiring Managers
- Electronic Recommendation for Hire
- Automated Emails
- Change in Offers
- Access to candidates in PeopleSoft
- In-person On-Boarding (One Stop)
- Initial Background done during On-Boarding***

New Processes



*10 Touchpoints in most cases

One Recruiter for the whole process

Responsibilities

Elementary School Name A-K/FNS: Andrea McMurray

Elementary School Name M-W: Ann Richards

Temp Workers: Morgan Lanza

Substitutes: Sylvia Boese

One Recruiter for the whole process

Del Garrick	**Secondary Schools, FOTC, Central Administration**		**520-2172**
	Jessica Stevens	Central Admin	520-2375
		Coronado HS	
		Galileo MS	
		Mitchell HS	
		Russell MS	
		Sabin MS	
		Swigert MS	
		Homes MS	
		Tesla Opportunity School	
		Wasson	
		Transportation	
		Early Childhood	
	Vanessa Villagrana	FOTC	520-2168
		Achieve/Digital	
		Bijou	
		Doherty HS	
		Jenkins MS	
		King ES	
		Mann MS	
		North MS	
		Palmer HS	
		Odyssey	

Hiring Manager Resources (Log in)

In This Section

- Hiring Managers
- Employee Resources
- Manager Resources
- TimeClockPlus
- Employee PeopleSoft Self Service
- Professional Learning
- Compensation

HOME › DEPARTMENTS › HUMAN RESOURCES › CURRENT D11 EMPLOYEE RESOURCES › HIRING MANAGERS

Hiring Managers

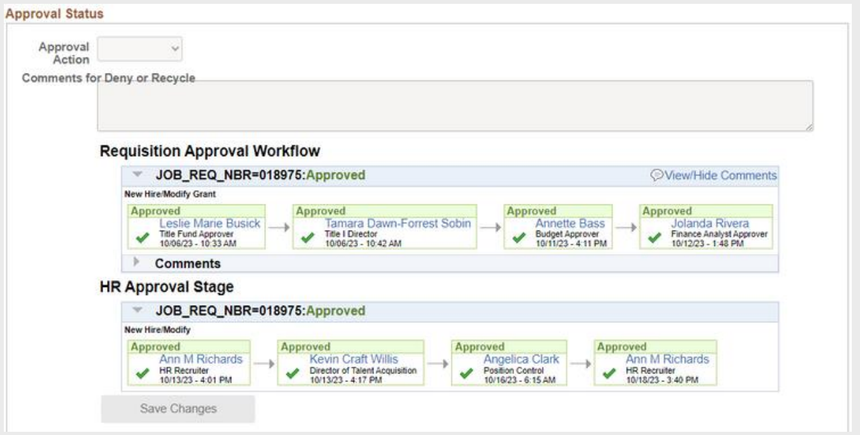
eReq in PeopleSoft Self-Service

Colorado Springs School District 11

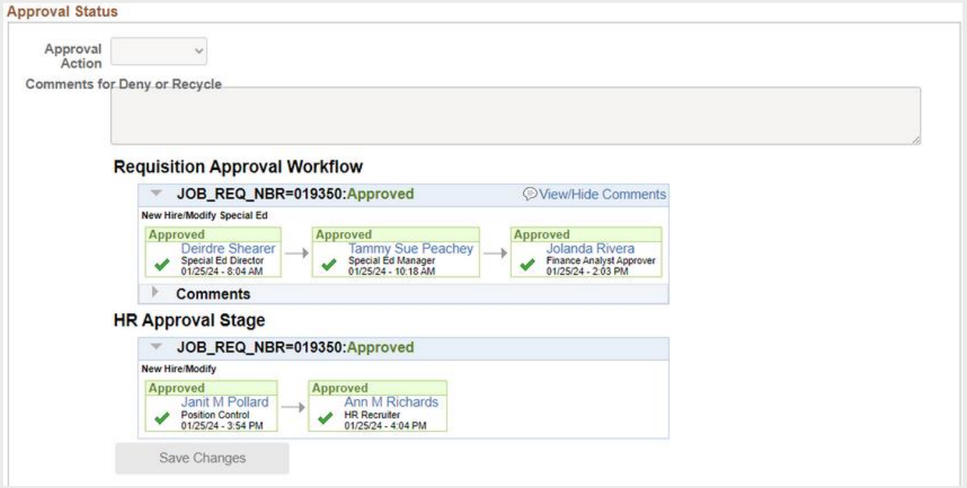
Online Personnel Requisition Training

Originator's Version

Document in Hiring Manager Tools

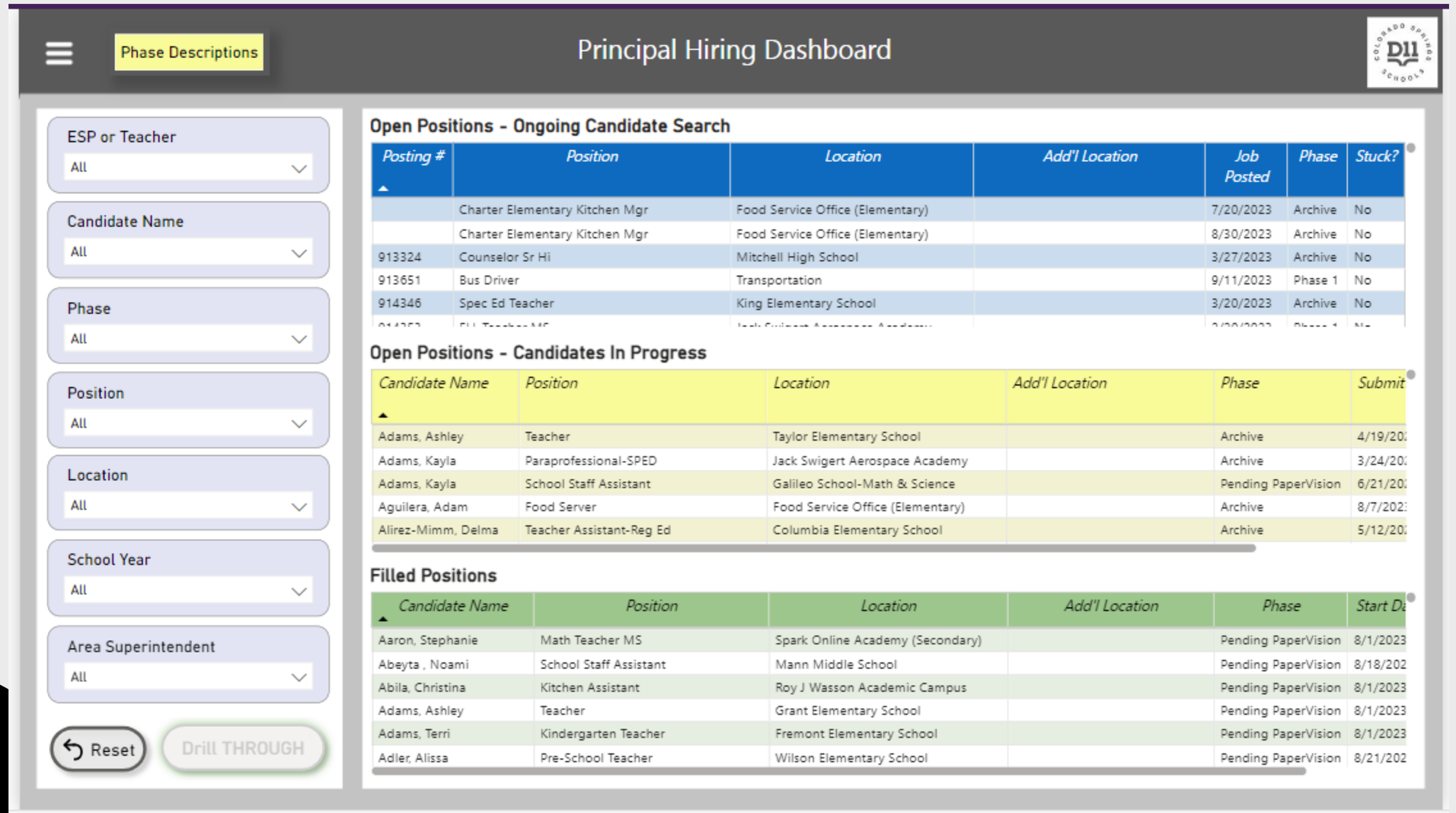


Old



New

Hiring Dashboard



Electronic Recommendation for Hire

From: Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
Sent: Friday, January 26, 2024 3:46 PM
To: NEWTON, KAREN MARIE <KAREN.NEWTON@d11.org>
Cc: RICHARDS, ANN M <ANN.RICHARDS@d11.org>
Subject: A Recommendation for Employment is now available for the Music Teacher (201MUS) position with Midland Elementary School

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

A Recommendation for Employment is now available for the **Music Teacher (201MUS)** position with **Midland Elementary School**. Please navigate to the online **Recommendation for Employment** and complete the following steps.

1. Locate the entry where the:
    - **PC# = 00012546**
    - **EREQ# = 018438**
    - **Posting# = 915128**
2. Double click the entry to open it
3. Click the "*Edit all*" button (top)
4. Complete *all* the REQUIRED fields
5. Upload resume and/or transcripts as necessary
6. Click the "*Save*" button.

If the form does not save, scroll to the top to confirm there is an error message that reads, "Error: Required fields cannot be empty. Please check each required field below and confirm they are not empty." If the form does save, and you provided all the required information, *you will receive a confirmation email* that your Recommendation for Employment was submitted successfully to HR. Otherwise, *you will receive an email detailing what is still needed* in order to successfully submit the Recommendation for Employment to HR.

D11 Human Resources

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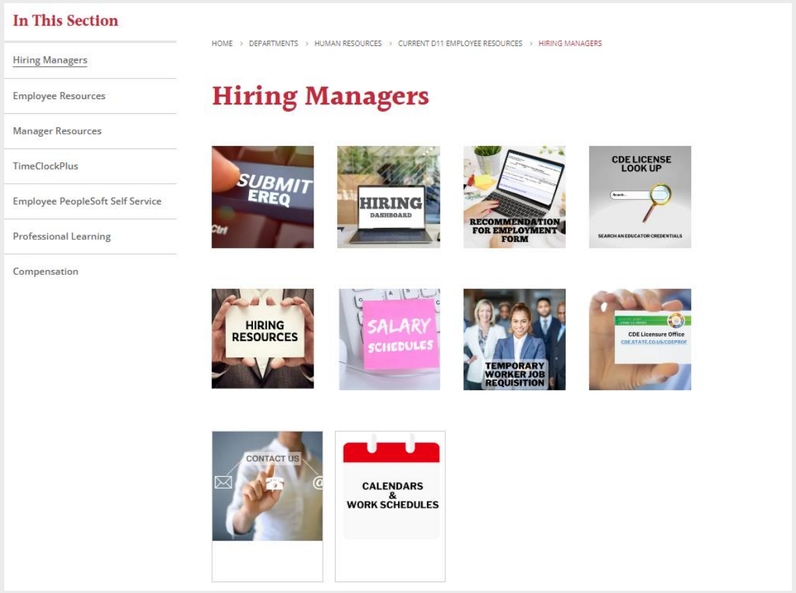
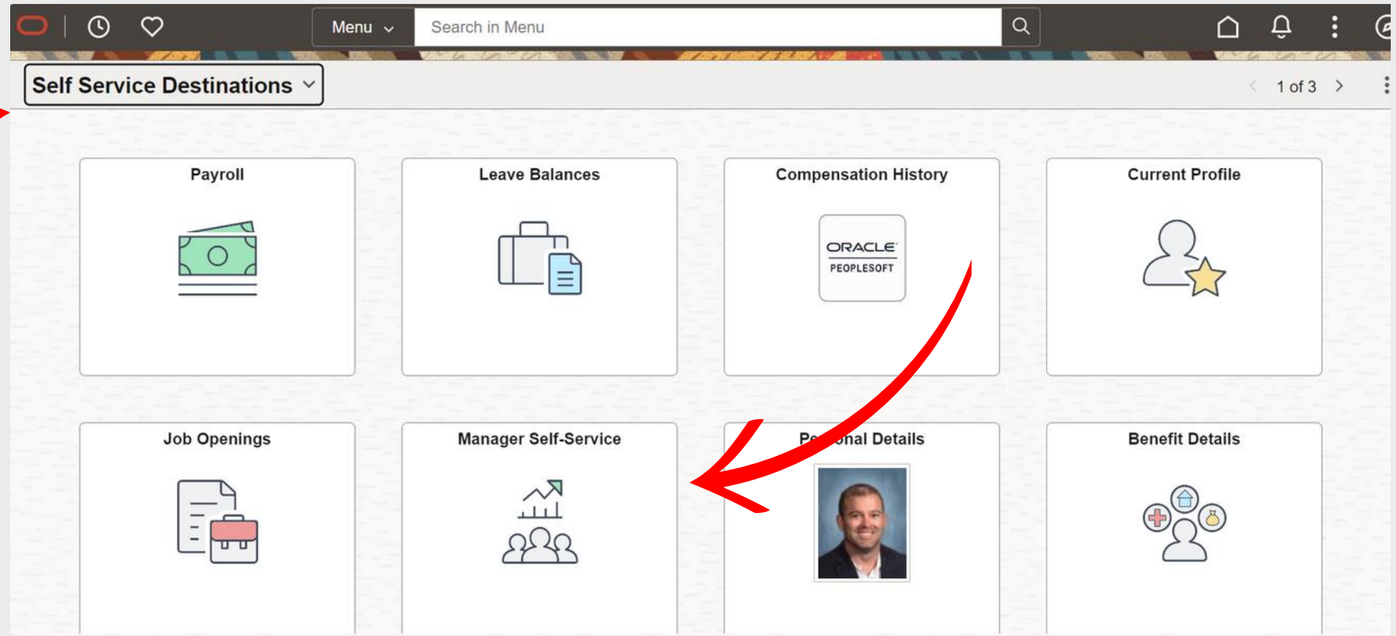
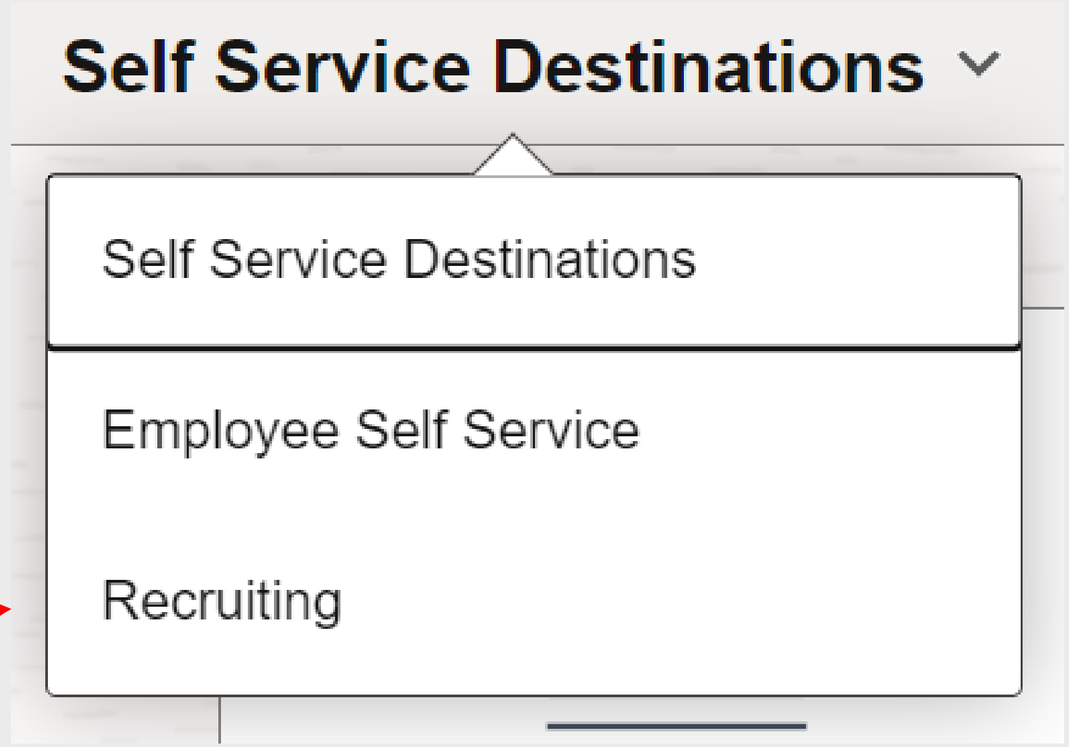
Lets Get Our Hands Dirty

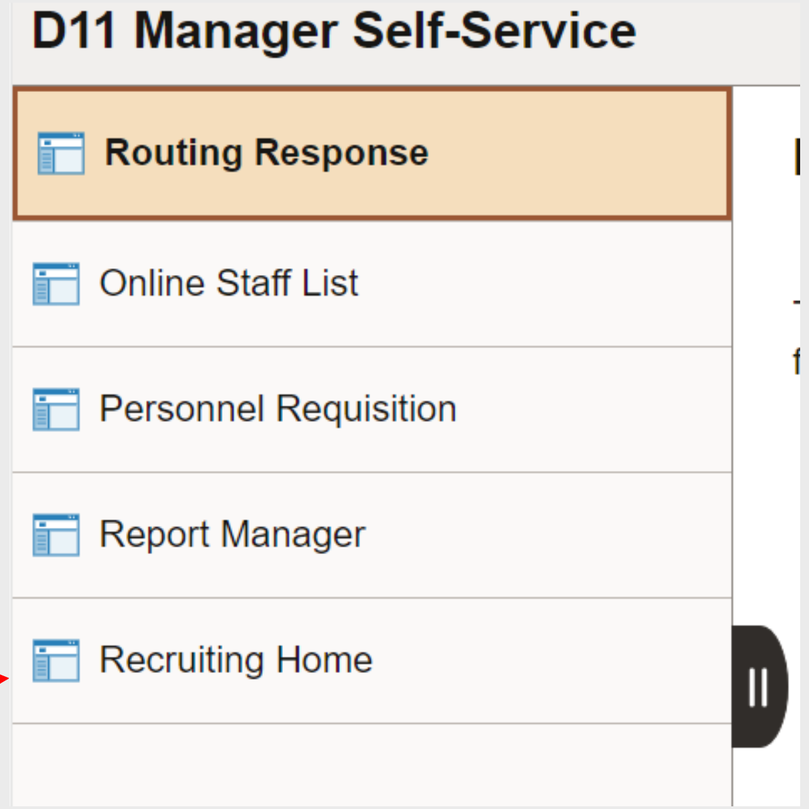
Navigate to Hiring Manager Page

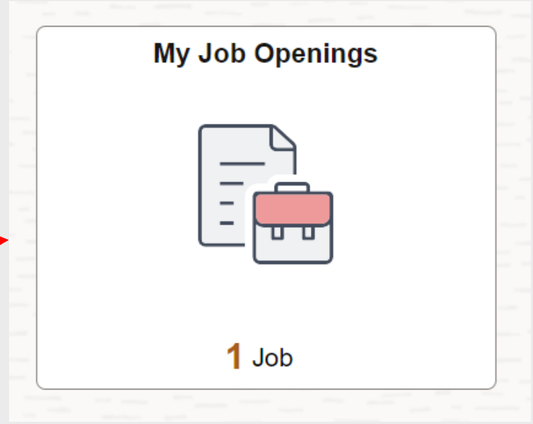


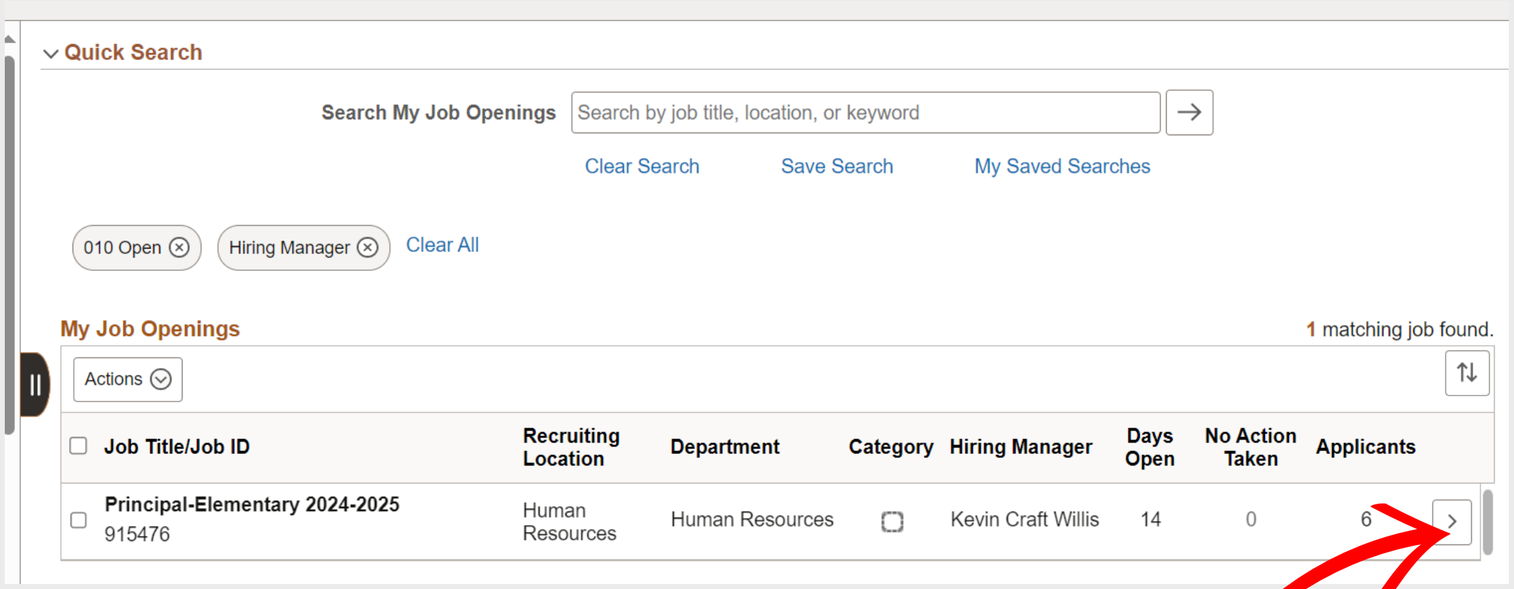
Log Into Manager Self-Service



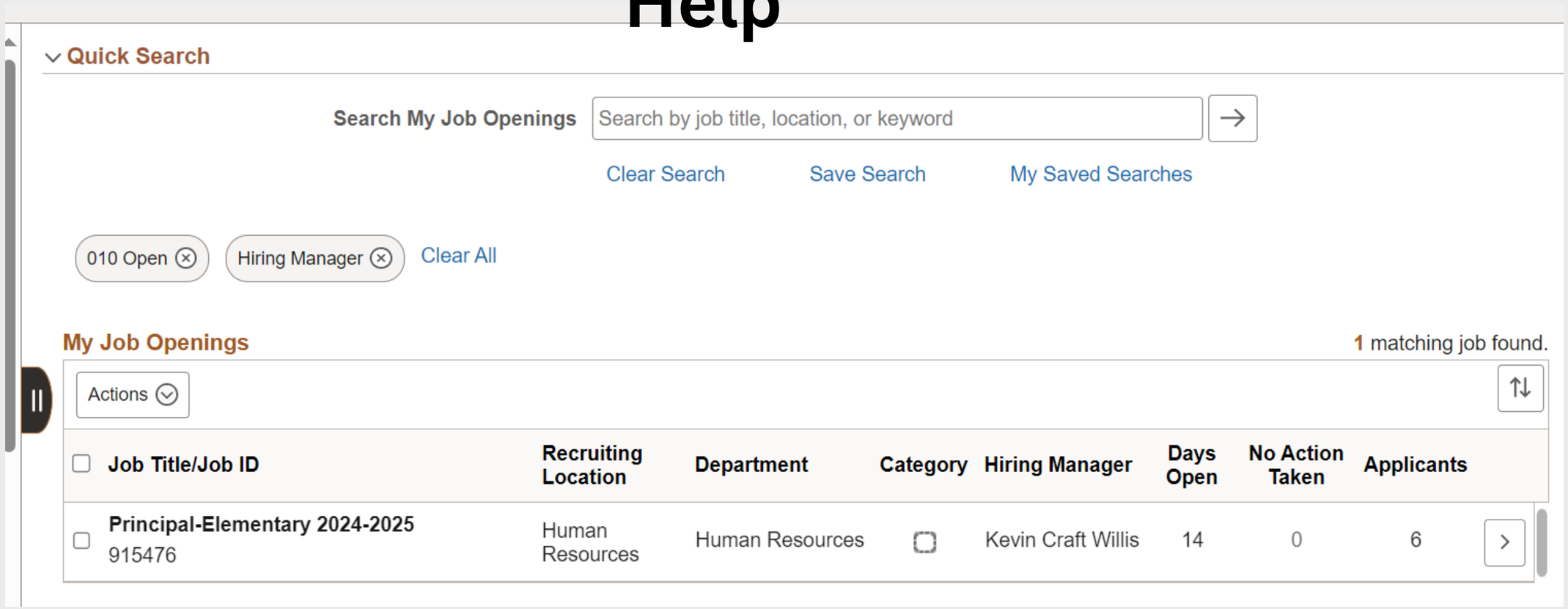

Self Service Destinations
Self Service Destinations
Employee Self Service
Recruiting


D11 Manager Self-Service
Routing Response
Online Staff List
Personnel Requisition
Report Manager
Recruiting Home


My Job Openings
1 Job


Quick Search
Search My Job Openings
Search by job title, location, or keyword
Clear Search
Save Search
My Saved Searches
010 Open
Hiring Manager
Clear All
My Job Openings
1 matching job found.
Actions
Job Title/Job ID
Recruiting Location
Department
Category
Hiring Manager
Days Open
No Action Taken
Applicants
Principal-Elementary 2024-2025
915476
Human Resources
Human Resources
Kevin Craft Willis
14
0
6

We Need Your Help



View Applicants

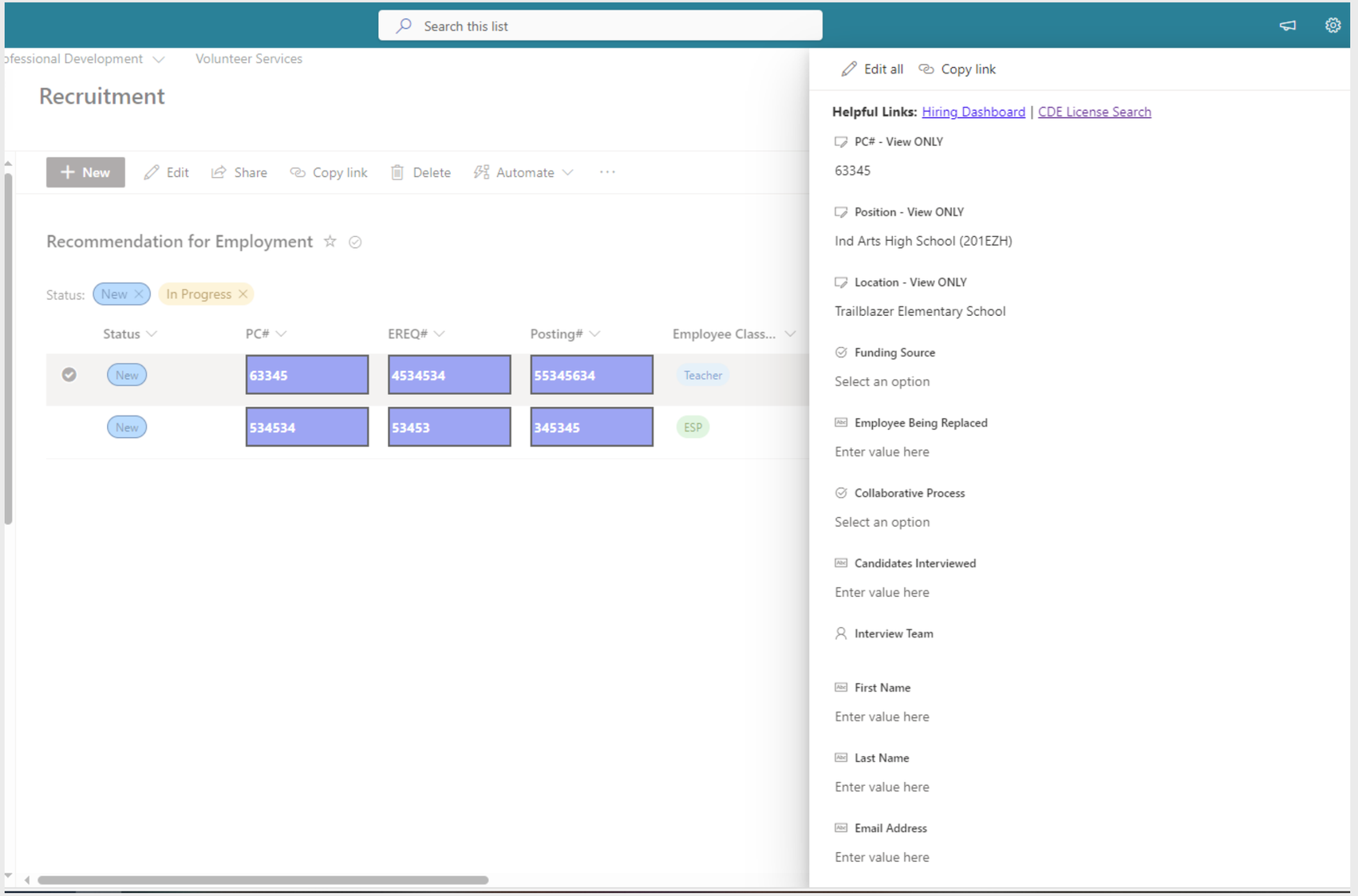
Applicants

1-6 of 6 | View A

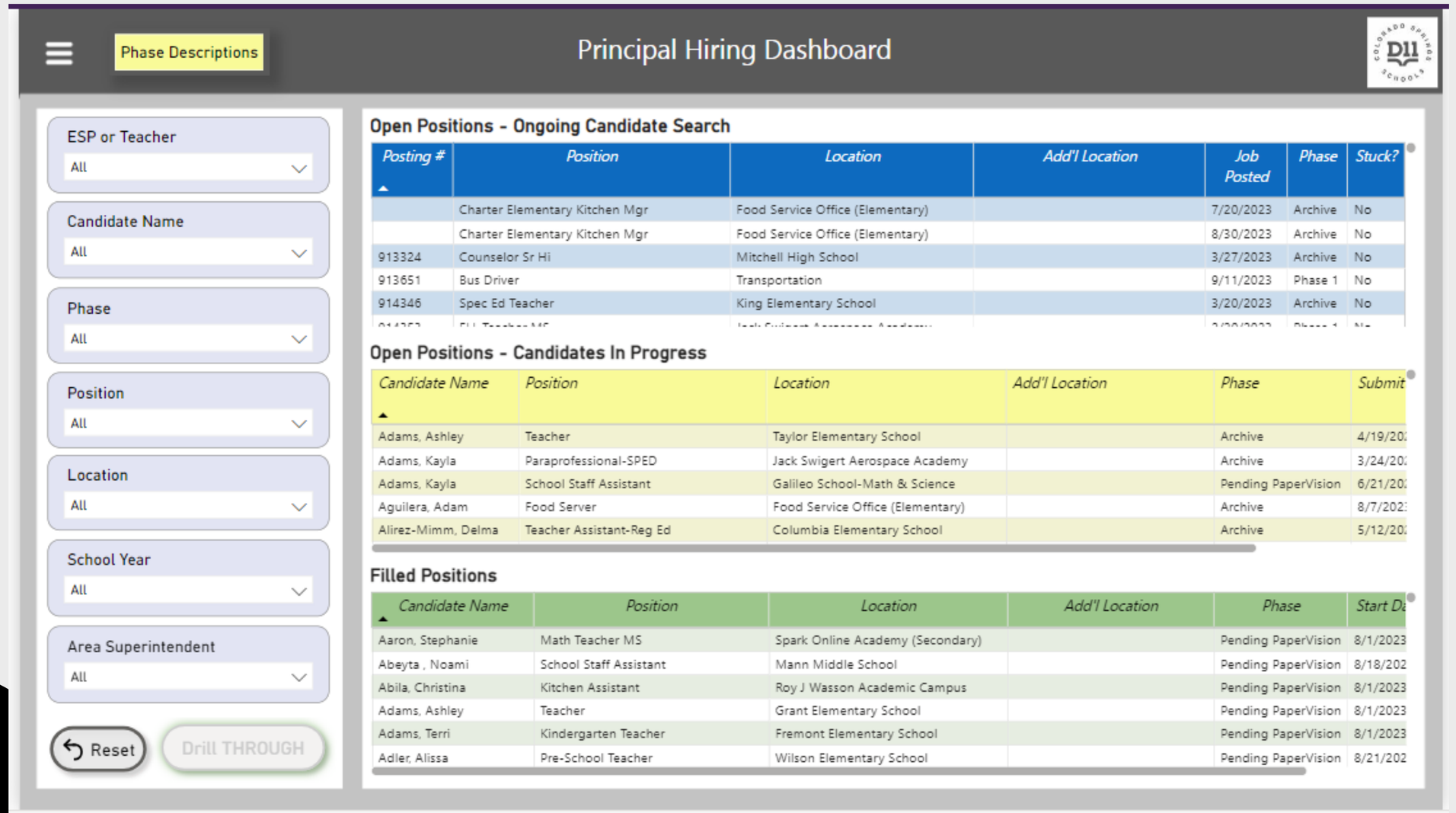
Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	
☐	[redacted]	[redacted]	External	Route			Other Actions
☐	[redacted]	[redacted]	External	Route			Other Actions
☐	[redacted]	[redacted]	Employee	Route			Other Actions
☐	[redacted]	[redacted]	External	Route			Other Actions
☐	[redacted]	[redacted]	Employee	Route			Other Actions
☐	[redacted]	[redacted]	External	Route			Other Actions

Notify Your Recruiter who to Route

Electronic Recommendation for Hire



Hiring Dashboard



Automated Emails

FW: CSSD11 ESP Onboarding Information for Ignore F_Scott_Test (Bakery Manager with Audubon Elementar...

MCMURRAY, ANDREA MARIE
To WILLIS, KEVIN CRAFT

Reply | Reply All | Forward

Fri 1/5/2024 2:4

This message was sent with High importance.

I9_Accepted_Documents.pdf 106 KB | ESP_FNS_Onboarding.pdf 11 MB | D11_Fingerprinting_Best_Practices.pdf 137 KB

Ignore,

Welcome to D11! In order to help you navigate the onboarding process, we've provided some next steps and vital information below.

Onboarding Presentation
Please complete the following at your earliest convenience:

1. Please **review** the attached "*ESP_FNS_Onboarding.pdf*" presentation.
2. Please **watch** the ESP Onboarding video presentation below.
3. Please reach out (**CLICK EMAIL LINK**) if you have any questions.

ESP Onboarding Video

HR/Security Appointment
Your fingerprinting appointment which has been scheduled with Security for **Thursday, December 14, 2023 2:00 PM**.

- Review the attached notice from our Security department, "*D11_Fingerprinting_Best_Practices.pdf*" so you are prepared for your appointment.
- Please arrive at HR (711 E. San Rafael 80903) **10 minutes** before your Security appointment. HR is the single-story building with the round window. The doors will *locked*, so please ring the doorbell upon arrival.
- Please remember to bring **two forms of ID** (see attached "*I9_Accepted_Documents.pdf*"). These must be the same employment authorization documents that yo will have uploaded to DocuSign (see "New Hiring Paperwork (DocuSign)" below).
- You'll need to provide a **Photo ID** in order for Security to complete your fingerprinting.

FW: EREQ 019262 for the Paraprofessional- Reg Ed position at Chipeta Elementary School has been posted

MCMURRAY, ANDREA MARIE
To WILLIS, KEVIN CRAFT

Reply | Reply All | Forward

Fri 1/5/2024 2:47 PM

From: Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
Sent: Wednesday, December 27, 2023 2:54 PM
To: BREEDING, JENNIFER ANN <JENNIFER.BREEDING@d11.org>
Cc: MCMURRAY, ANDREA MARIE <ANDREA.MCMURRAY@d11.org>
Subject: EREQ 019262 for the Paraprofessional- Reg Ed position at Chipeta Elementary School has been posted

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

EREQ **019262**, for the **Paraprofessional- Reg Ed** position (**00011908**) at **Chipeta Elementary School**, was posted on **2023-12-27**. If you have any further questions, please reference the **Principal Hiring Dashboard** or reach out to the HR Recruiter responsible, **MCMURRAY, ANDREA MARIE** (**CLICK THE LINK TO EMAIL HR**).

D11 Human Resources
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FW: Ian Gruber has ACCEPTED HR's job offer!

MCMURRAY, ANDREA MARIE
To WILLIS, KEVIN CRAFT

Reply | Reply All | Forward

Fri 1/5/2024 2:49 PM

From: Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
Sent: Wednesday, December 27, 2023 4:02 PM
To: HAWTHORNE, GLENN <GLENN.HAWTHORNE@d11.org>
Cc: STEVENS, JESSICA CONSTANCE <JESSICA.STEVENS@d11.org>; MCMURRAY, ANDREA MARIE <ANDREA.MCMURRAY@d11.org>
Subject: Ian Gruber has ACCEPTED HR's job offer!

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We have good news! **Ian Gruber** has officially accepted HR's job offer for the **Study Hall Supervisor** position at **Jenkins Middle School**! Upon completion of the onboarding process, HR will reach out regarding the employee's ability to begin working. Afterwards, you may contact the employee to confirm the employee's *start date* and *work hours* (start/end times). ***Ian may not report for work prior to obtaining HR clearance***.

Should there be any delays during the onboarding process, HR will reach out with an estimated timeline of when the issue(s) may be resolved. If there are additional post-start-date job offer contingencies (i.e. Board of Education approval, WorkKeys testing, etc.), the employee *will remain conditional* until these have been completed.

If you have any further questions, please reference the **Principal Hiring Dashboard** or reach out to the HR Recruiter responsible, **MCMURRAY, ANDREA MARIE** (**CLICK THE LINK TO EMAIL HR**).

D11 Human Resources
Please do not reply to this email

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FW: Hiring Recommendation Received for Matthew Bopp (Paraprofessional-SPED at Howbert Elementary Sc...

MCMURRAY, ANDREA MARIE
To WILLIS, KEVIN CRAFT

Reply | Reply All | Forward

Fri 1/5/2024 2:50 PM

From: Microsoft Power Apps and Power Automate <microsoft@powerapps.com>
Sent: Thursday, December 21, 2023 3:05 PM
To: LEFERE, TOBIN T. <TOBIN.LEFERE@d11.org>
Cc: RICHARDS, ANN M <ANN.RICHARDS@d11.org>; MCMURRAY, ANDREA MARIE <ANDREA.MCMURRAY@d11.org>
Subject: Hiring Recommendation Received for Matthew Bopp (Paraprofessional-SPED at Howbert Elementary School)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

A hiring recommendation for **Matthew Bopp** was received on **2023-12-21** for the **Paraprofessional-SPED** position at **Howbert Elementary School**. This will be processed within ***3-5 business days***. If you have any further questions, please reference the **Principal Hiring Dashboard** or reach out to the HR Recruiter responsible, **MCMURRAY, ANDREA MARIE** (**CLICK THE LINK TO EMAIL HR**).

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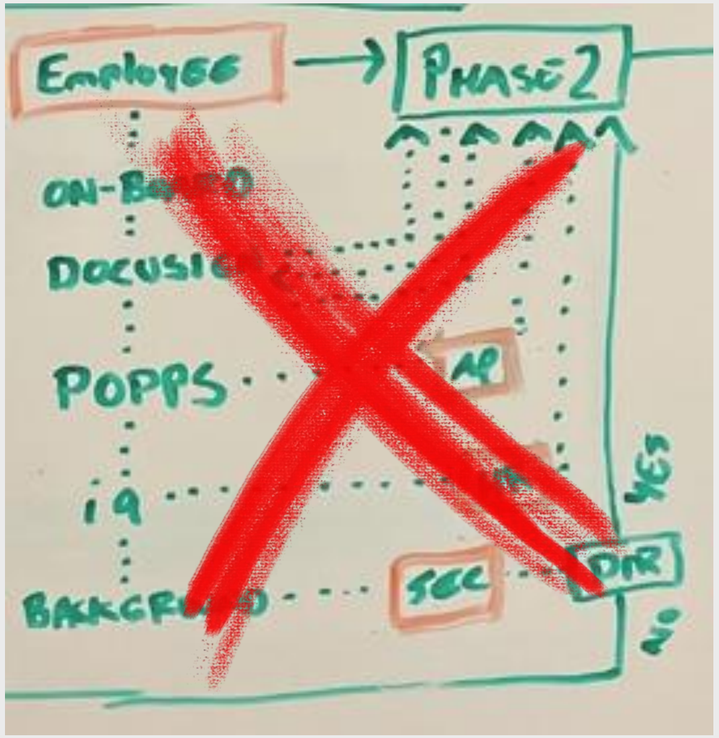
In-Person Onboarding



Initial Background Done During Onboarding

A Huge Thank You to D11 IT

Tom Hunt: thomas.hunt@d11.org

Dr. Scott Olson: scott.olson@d11.org

Jennifer Malenfant: jennifer.malenfant@d11.org

Dana Hutchins: dana.hutchins@d11.org

Jeremiah Johnson: jeremiah.johnson@d11.org

Teamwork

We are all in this together to ensure we can Hire First, Hire Best, and Hire Faster

COLORADO SPRINGS D11 SCHOOLS

Questions?