

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**



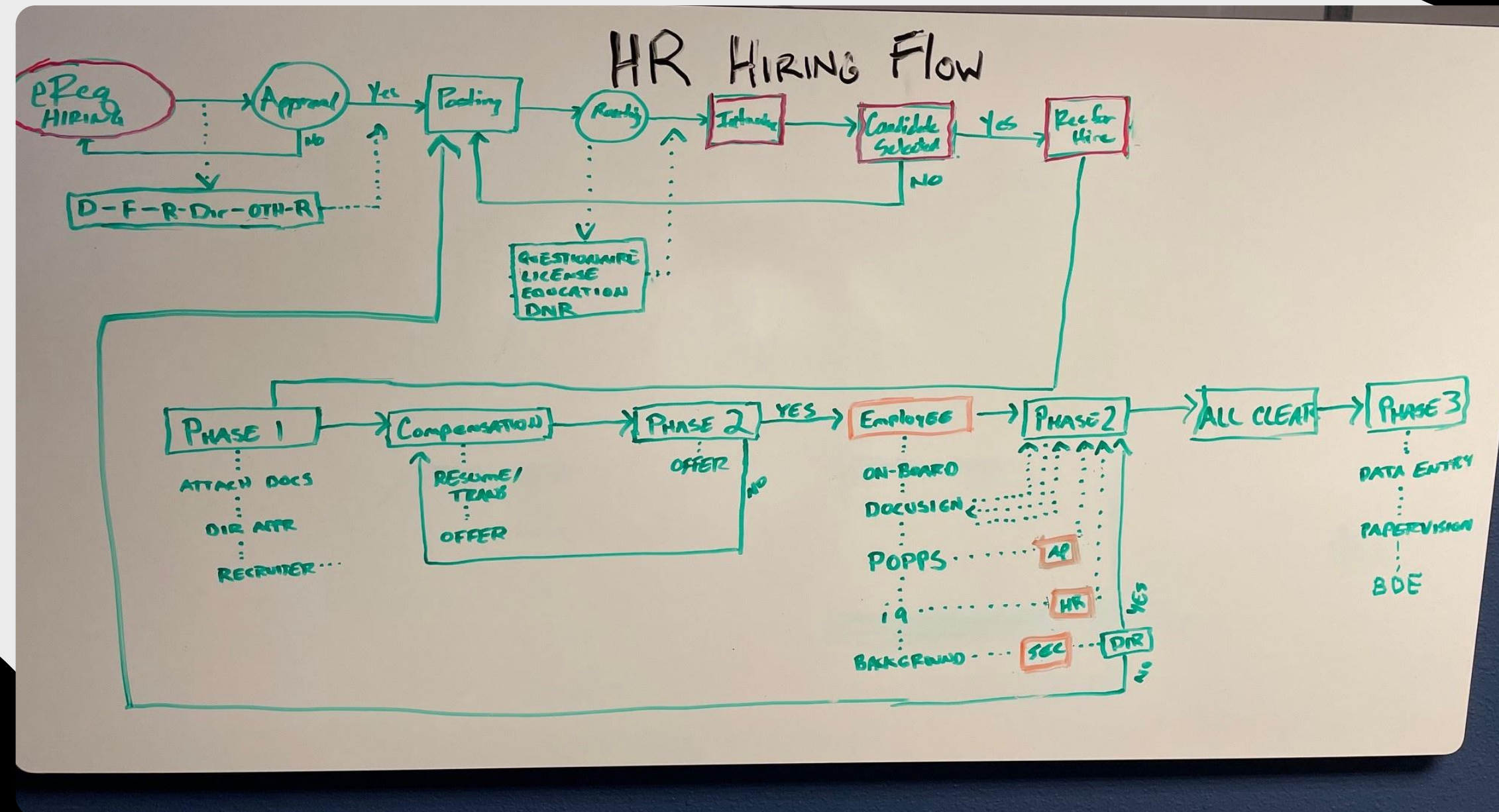


Feedback Recieved

- **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



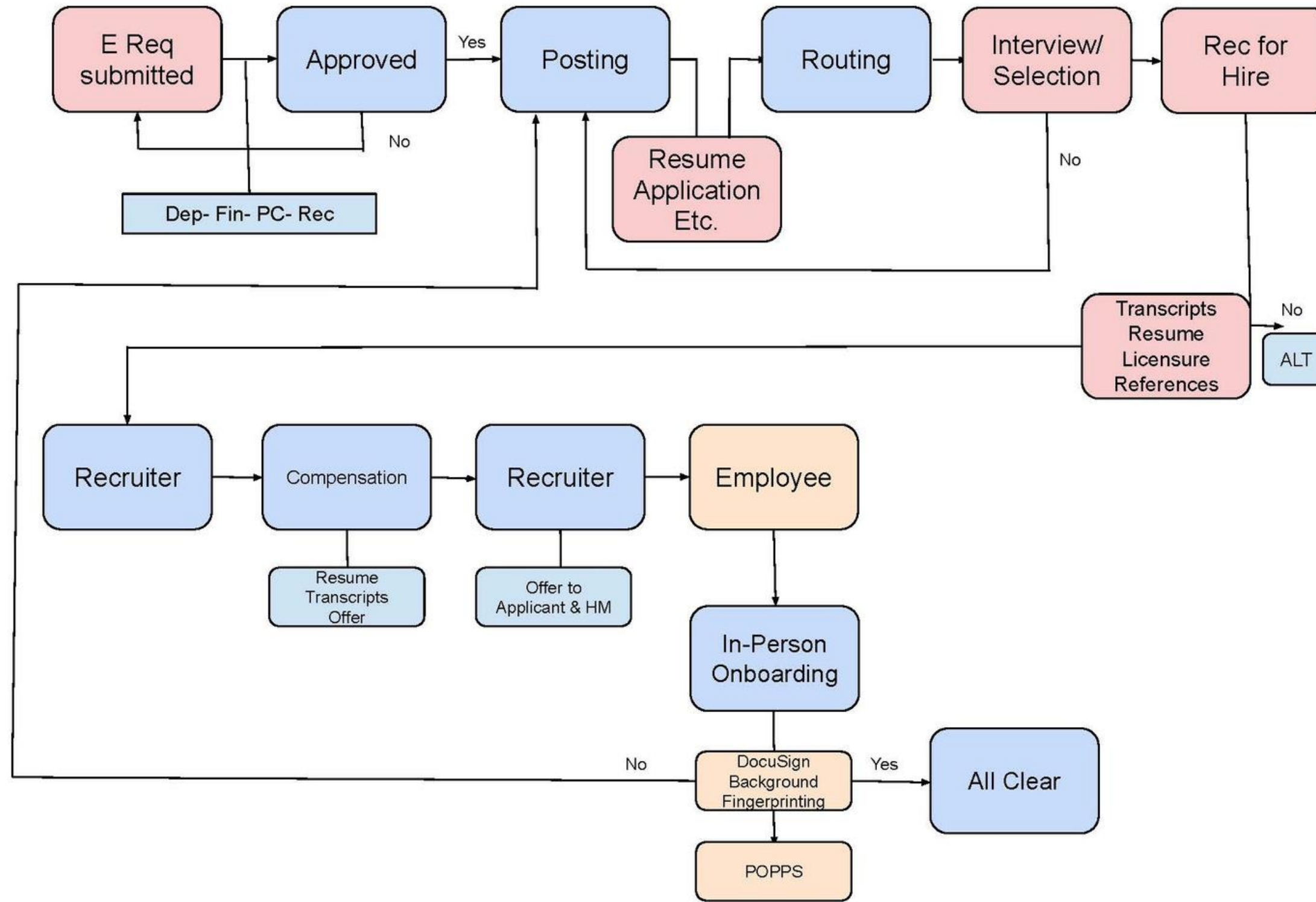
*23+ Touchpoints in some cases

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](#)

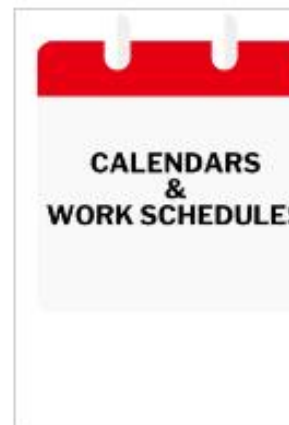
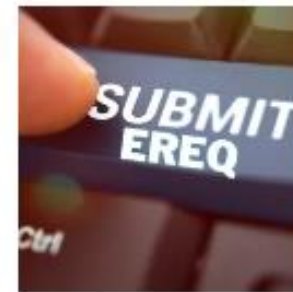
[Employee PeopleSoft Self Service](#)

[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

Approval Status

Approval Action

Comments for Deny or Recycle

Requisition Approval Workflow

JOB_REQ_NBR=018975:Approved [View/Hide Comments](#)

New Hire/Modify Grant

Approved Leslie Marie Busick Title Fund Approver 10/06/23 - 10:33 AM → Approved Tamara Dawn-Forrest Sobin Title I Director 10/06/23 - 10:42 AM → Approved Annette Bass Budget Approver 10/11/23 - 4:11 PM → Approved Jolanda Rivera Finance Analyst Approver 10/12/23 - 1:48 PM

Comments

HR Approval Stage

JOB_REQ_NBR=018975:Approved

New Hire/Modify

Approved Ann M Richards HR Recruiter 10/13/23 - 4:01 PM → Approved Kevin Craft Willis Director of Talent Acquisition 10/13/23 - 4:17 PM → Approved Angelica Clark Position Control 10/16/23 - 6:15 AM → Approved Ann M Richards HR Recruiter 10/18/23 - 3:40 PM

Save Changes

Old

Approval Status

Approval Action

Comments for Deny or Recycle

Requisition Approval Workflow

JOB_REQ_NBR=019350:Approved [View/Hide Comments](#)

New Hire/Modify Special Ed

Approved Deirdre Shearer Special Ed Director 01/25/24 - 8:04 AM → Approved Tammy Sue Peachey Special Ed Manager 01/25/24 - 10:18 AM → Approved Jolanda Rivera Finance Analyst Approver 01/25/24 - 2:03 PM

Comments

HR Approval Stage

JOB_REQ_NBR=019350:Approved

New Hire/Modify

Approved Janit M Pollard Position Control 01/25/24 - 3:54 PM → Approved Ann M Richards HR Recruiter 01/25/24 - 4:04 PM

Save Changes


New

Hiring Dashboard

☰

Phase Descriptions

Principal Hiring Dashboard



ESP or Teacher

All

Candidate Name

All

Phase

All

Position

All

Location

All

School Year

All

Area Superintendent

All

↶ Reset

Drill THROUGH

Open Positions - Ongoing Candidate Search

Posting #	Position	Location	Add'l Location	Job Posted	Phase	Stuck?
	Charter Elementary Kitchen Mgr	Food Service Office (Elementary)		7/20/2023	Archive	No
	Charter Elementary Kitchen Mgr	Food Service Office (Elementary)		8/30/2023	Archive	No
913324	Counselor Sr Hi	Mitchell High School		3/27/2023	Archive	No
913651	Bus Driver	Transportation		9/11/2023	Phase 1	No
914346	Spec Ed Teacher	King Elementary School		3/20/2023	Archive	No
914353	ELL Teacher MS	East-Central Aerospace Academy		3/20/2023	Phase 1	No

Open Positions - Candidates In Progress

Candidate Name	Position	Location	Add'l Location	Phase	Submit
Adams, Ashley	Teacher	Taylor Elementary School		Archive	4/19/2023
Adams, Kayla	Paraprofessional-SPED	Jack Swigert Aerospace Academy		Archive	3/24/2023
Adams, Kayla	School Staff Assistant	Galileo School-Math & Science		Pending PaperVision	6/21/2023
Aguilera, Adam	Food Server	Food Service Office (Elementary)		Archive	8/7/2023
Alirez-Mimm, Delma	Teacher Assistant-Reg Ed	Columbia Elementary School		Archive	5/12/2023

Filled Positions

Candidate Name	Position	Location	Add'l Location	Phase	Start Date
Aaron, Stephanie	Math Teacher MS	Spark Online Academy (Secondary)		Pending PaperVision	8/1/2023
Abeyta, Naomi	School Staff Assistant	Mann Middle School		Pending PaperVision	8/18/2023
Abila, Christina	Kitchen Assistant	Roy J Wasson Academic Campus		Pending PaperVision	8/1/2023
Adams, Ashley	Teacher	Grant Elementary School		Pending PaperVision	8/1/2023
Adams, Terri	Kindergarten Teacher	Fremont Elementary School		Pending PaperVision	8/1/2023
Adler, Alissa	Pre-School Teacher	Wilson Elementary School		Pending PaperVision	8/21/2023

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:
 - o **PC# = 00012546**
 - o **EREQ# = 018438**
 - o **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.

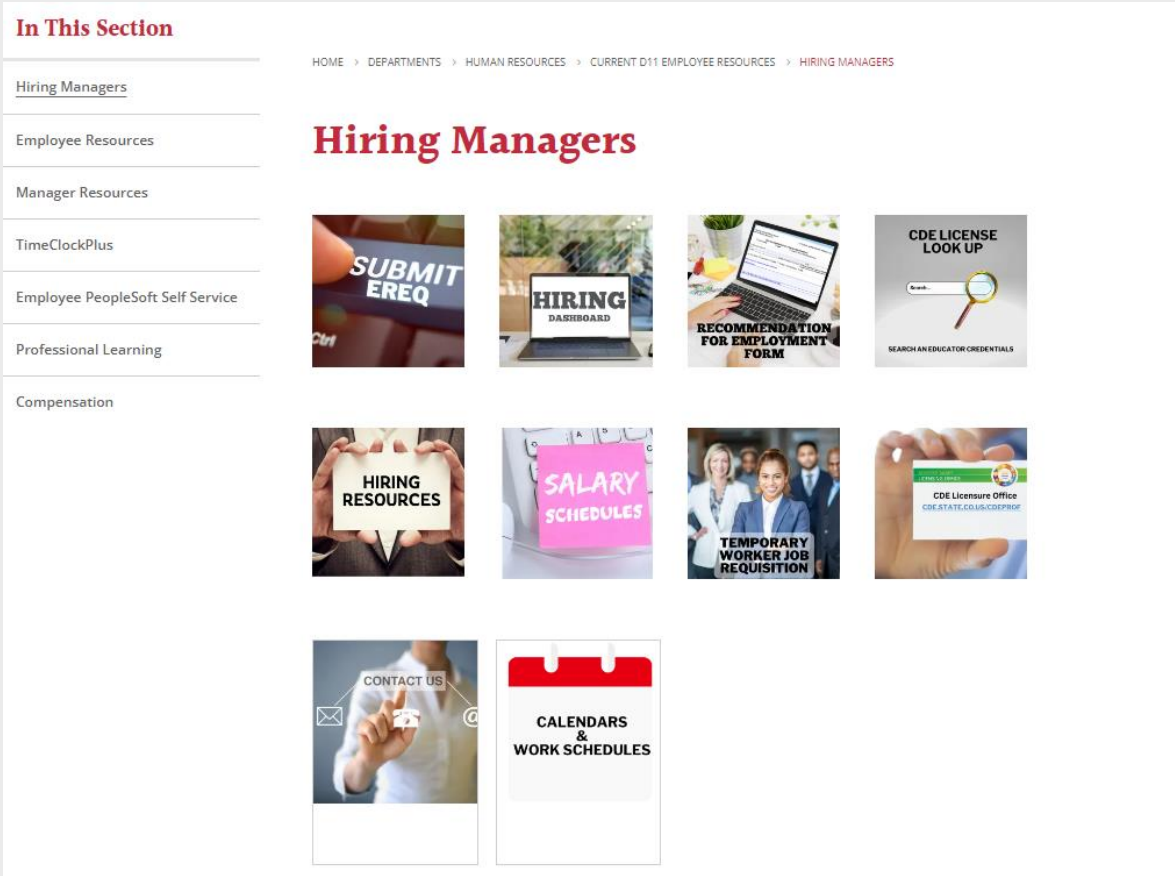
D11 Human Resources

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Lets Get Our Hands Dirty

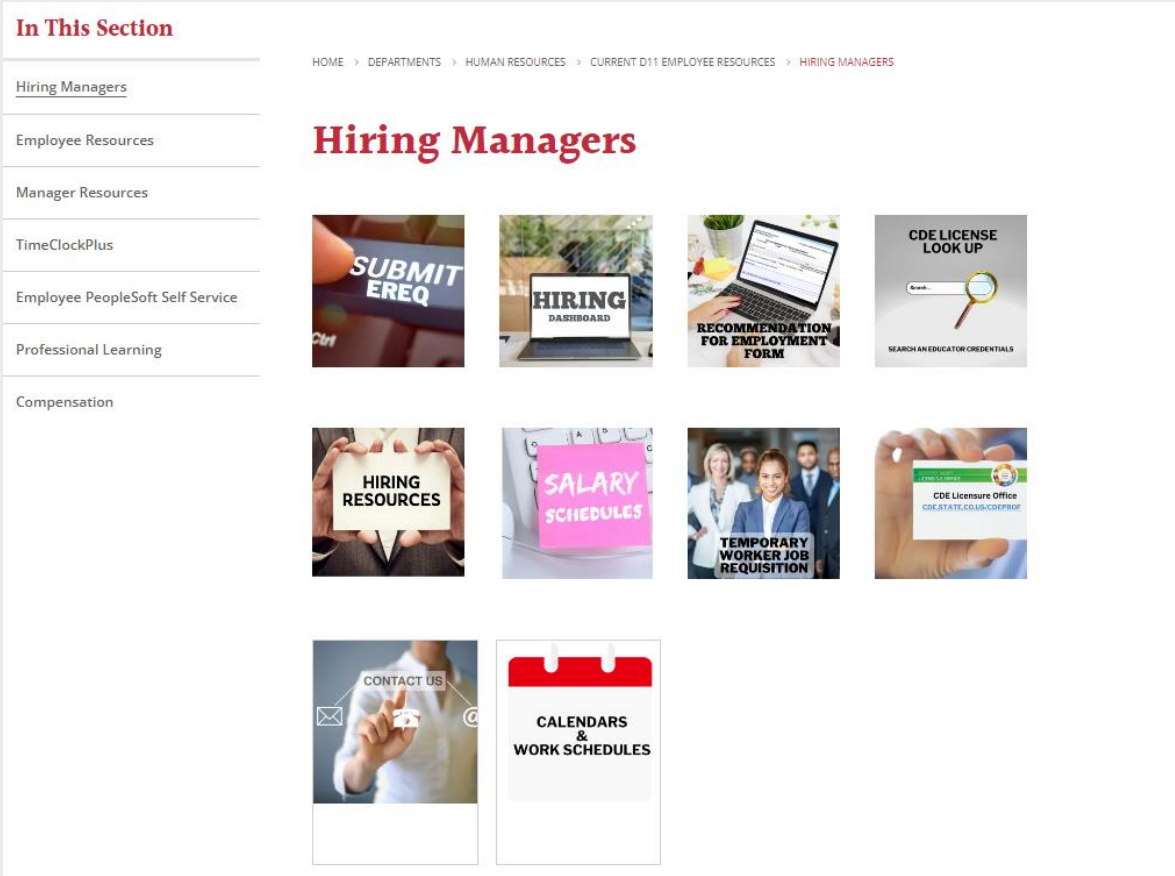
Navigate to Hiring Manager Page



The screenshot displays the 'Hiring Managers' page within a web application. On the left, a sidebar titled 'In This Section' lists navigation options: Hiring Managers (highlighted), Employee Resources, Manager Resources, TimeClockPlus, Employee PeopleSoft Self Service, Professional Learning, and Compensation. The main content area features a breadcrumb trail: HOME > DEPARTMENTS > HUMAN RESOURCES > CURRENT D11 EMPLOYEE RESOURCES > HIRING MANAGERS. Below the breadcrumb, the title 'Hiring Managers' is prominently displayed. A grid of ten tiles provides quick access to various resources: 'SUBMIT EREQ', 'HIRING DASHBOARD', 'RECOMMENDATION FOR EMPLOYMENT FORM', 'CDE LICENSE LOOK UP', 'HIRING RESOURCES', 'SALARY SCHEDULES', 'TEMPORARY WORKER JOB REQUISITION', 'CDE License Office', 'CONTACT US', and 'CALENDARS & WORK SCHEDULES'.

Lets Get Our Hands Dirty

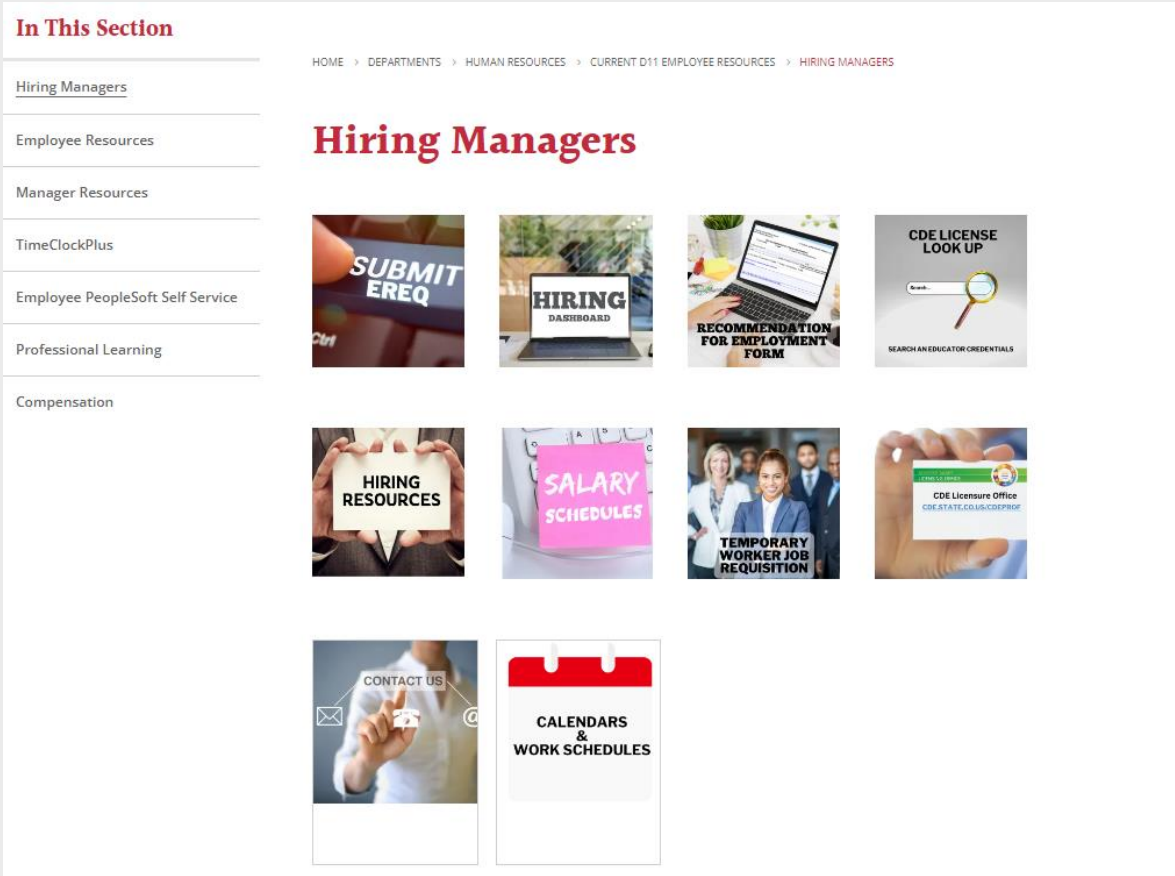
Navigate to Hiring Manager Page



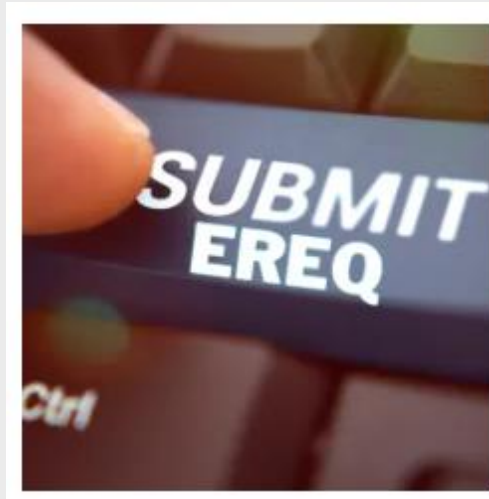
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Lets Get Our Hands Dirty

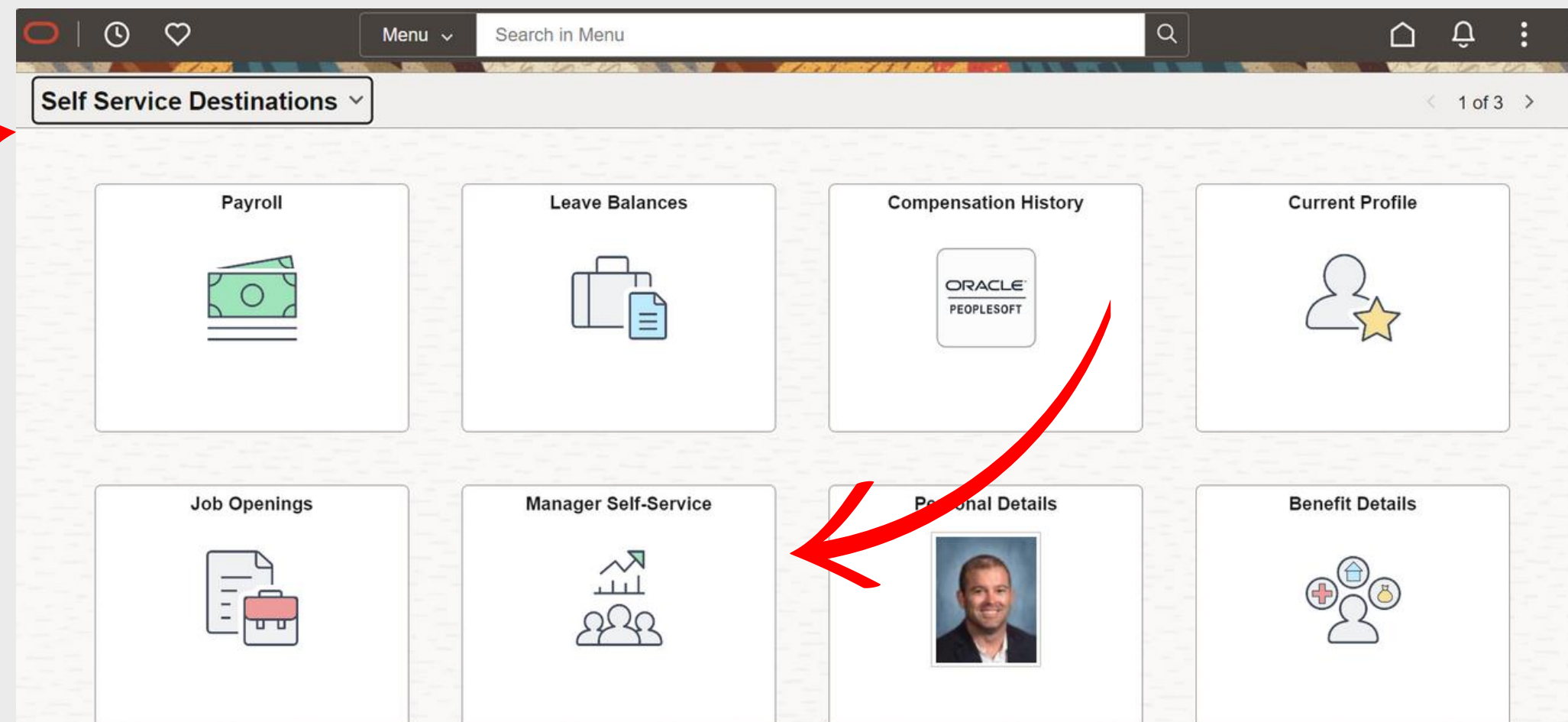
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Log Into Manager Self-Service




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

→

Clear Search

Save Search

My Saved Searches

010 Open

Hiring Manager

Clear All

My Job Openings

1 matching job found.

Actions

↕

<input type="checkbox"/> Job Title/Job ID	Recruiting Location	Department	Category	Hiring Manager	Days Open	No Action Taken	Applicants
<input type="checkbox"/> Principal-Elementary 2024-2025 915476	Human Resources	Human Resources	<input type="checkbox"/>	Kevin Craft Willis	14	0	6

>

We Need Your Help

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

<input type="checkbox"/>	Job Title/Job ID	Recruiting Location	Department	Category	Hiring Manager	Days Open	No Action Taken	Applicants
<input type="checkbox"/>	Principal-Elementary 2024-2025 915476	Human Resources	Human Resources		Kevin Craft Willis	14	0	6

View Applicants

Applicants ?

1-6 of 6

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Route			Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Route			Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Employee	Route			Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Route			Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Employee	Route			Other Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	External	Route			Other Actions



Notify Your Recruiter who to Route

Electronic Recommendation for Hire

Professional Development

Volunteer Services

Search this list

Recruitment

+ New

Edit

Share

Copy link

Delete

Automate

Recommendation for Employment

Status

New

In Progress

Status	PC#	EREQ#	Posting#	Employee Class...
<div><div></div><div>New</div></div>	63345	4534534	55345634	Teacher
<div><div></div><div>New</div></div>	534534	53453	345345	ESP

Edit all

Copy link

Helpful Links:

Hiring Dashboard

CDE License Search

PC# - View ONLY

63345

Position - View ONLY

Ind Arts High School (201EZH)

Location - View ONLY

Trailblazer Elementary School

Funding Source

Select an option

Employee Being Replaced

Enter value here

Collaborative Process

Select an option

Candidates Interviewed

Enter value here

Interview Team

First Name

Enter value here

Last Name

Enter value here

Email Address


Enter value here

Hiring Dashboard

☰

Phase Descriptions

Principal Hiring Dashboard



ESP or Teacher

All

Candidate Name

All

Phase

All

Position

All

Location

All

School Year

All

Area Superintendent

All

↶ Reset

Drill THROUGH

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Adams, Terri	Kindergarten Teacher	Fremont Elementary School		Pending PaperVision	8/1/2023
Adler, Alissa	Pre-School Teacher	Wilson Elementary School		Pending PaperVision	8/21/2023

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 you 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: 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
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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: 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)

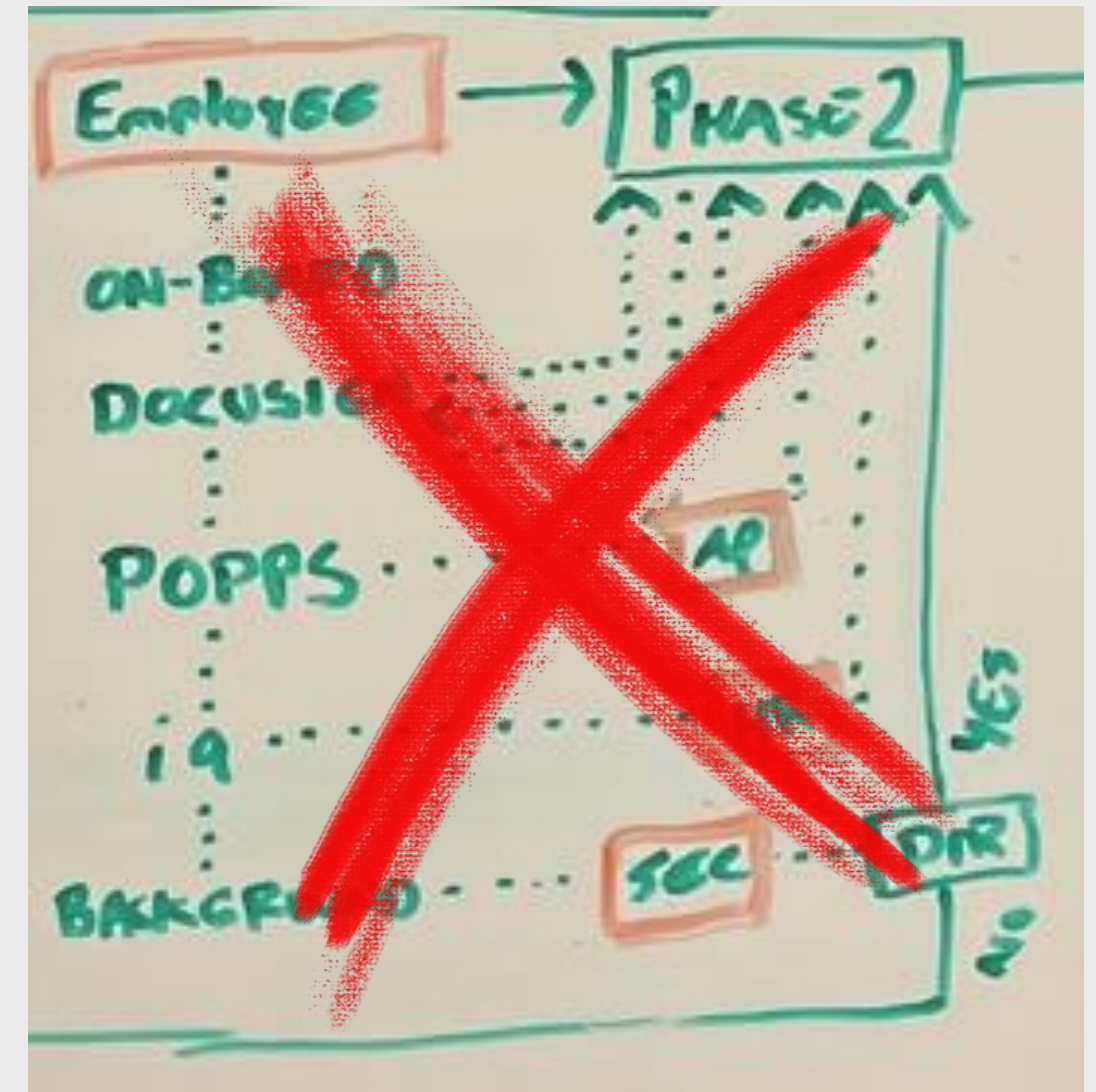
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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**



Questions?

