



# THE PUSD CLASSIFIED HIRING PROCESS

## Where are vacancies posted?

All vacancies are posted at <https://www.edjoin.org/PasadenaUnified>.  
Each posting provides timelines, documents required and the job description.

## Minimum Qualifications and Application Review



The first step in the selection process is a review of submitted applications to ensure they are complete and meet the minimum qualifications for the job. **All applicants should review these qualifications carefully.** Minimum qualifications frequently include education requirements, experience requirements, and the provision of specific documents, usually resumes, letters of introduction, university transcripts (for positions requiring certification), proof of high school diploma, or letters of recommendation dated within a specific timeframe. Applications that do not contain the required documents will not continue through the hiring process.



## Screening and Evaluation

The second step is focused on screening applicants based on their education, experience, and qualifications outlined in job descriptions. This will ensure a fair and efficient evaluation process

## What if I already am a PUSD employee?

Current PUSD employee may:

- Submit a “short application” on Edjoin.com;
- Only provide documents needed to meet minimum qualifications;
- Submit a transfer request to HR for positions in the same classification.

\*\*Letters of recommendation, resumes, and letters of introduction are not required for internal applicants but are strongly recommended.

\*\*Employees meeting minimum qualifications shall be interviewed.



## What about testing?

Testing for positions has been discontinued except for instructional support positions that require 48 units of college credit (equivalent to an Associate’s degree). These positions include instructional aides, transitional kindergarten assistants, children’s service assistants, and bilingual assistants.

