

## Hiring Process Flow Chart Teacher/Educational Support Staff

**EFFECTIVE 1/1/21:** All vacant positions must post due to the Equal Pay Act which requires for D11 to announce, post and make known all promotional opportunities. This includes all internal transfers.

### Hiring Manager Responsibilities:

- Completes Electronic Personnel Requisition (eReq) upon resignation or vacant position.
- Obtains Administrative Approval
- Determines appropriate funding source

Electronic Personnel Requisitions (eReq) are completed through PS Self Service. The instructional document is called **Personnel Requisition Training Originators** and is posted on the D11 website below: [Online Personnel Requisition Training](#)

### Human Resources Responsibilities:

- Posts position on-line for 5 work days.
- HR Goal: Post position within 3 workdays of receipt of eReq

### Prior to July 15th:

Positions are open to internal & external candidates. Internal candidates (INR, Prob. & Non-Prob.) that apply are guaranteed an interview that meet the collaborative criteria..

### After July 15th:

ESP Positions posted are open to internal & external applicants. **Teacher positions are posted externally only and may be posted for a minimum of 3 days if requested.** Applicants must be asked if they are under contract and have HR approval to interview.

### Human Resources Responsibilities:

- Determines eligibility for hire in D11 (Background, Degree, Transcripts, License (CDE), Endorsements for Title, EC, SPED, CTE, Highly Qualified and eligibility for all positions)
- Forwards applicants to hiring manager on closing date or per request

### Hiring Manager must:

- Forms diverse interview panels: [Hiring Tips](#)
- Interview a minimum of 3 applicants, pending candidate pool and/or collaborative screening criteria
- Contact 3 References (including at least 1 supervisor) for candidate selected to hire
- Ensure that contact information, resume and transcripts are complete and up to date before submitting recommendation

### Human Resources

Onboarding for New, Rehire, Transfers, Promos/Demos:

- Compensation Offer
- Background or CDE licensure cleared
- POPPs (Physical required for 50 lb. lift min)
- ID badge setup
- New Hire /transfer paperwork
- NEO/NTD
- Benefits (if applicable)

\*All steps may not be required for promotions, demotions, or transfers

### Human Resources must:

- Contact applicant to provide official job offer and asks for acceptance of position; candidate receives instructions for onboarding process: new/rehire/transfer/promotion/demotion process
- HR Goal: Contact selected applicant within 5 workdays of receipt of **Recommendation for Employment Form**
- SharePoint sends **ACCEPTANCE** email notice to hiring manager upon acceptance.
- HR sends updates to hiring manager if there are delays or no response from contact with selected candidate
- Upon completion of onboarding, hiring manager will receive email that candidate is **CLEARED** to start work. HR requests for hiring manager to determine start date and reporting time and notify HR
- A notification email will be sent to all applicants not selected after candidate is entered into PeopleSoft system.

### Hiring Manager Must:

contact interviewed applicants not selected after **ACCEPTANCE** email notice from that 1st choice applicant has accepted.

### Hiring Manager must:

Notify HR of agreed upon confirmed start date with employee. HR needs at least 1 business day before employee starts and cannot be retroactive.

Recommendation for hire is approved by the Board of Education

Position is filled

**\*\*Note:** Paper Requisitions are used for Temporary workers. The form is called Temporary Worker Requisition Form and is posted on the D11 website below: <http://intranet.d11.org/teams/hr/Manager%20Resources/Forms/AllItems.aspx>