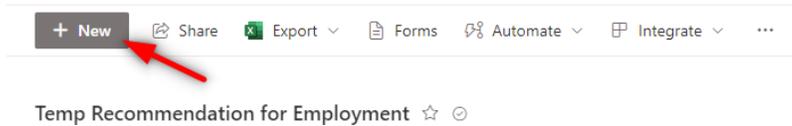


# Hiring Manager Temp Recommendation for Employment Guide

Welcome to the D11 Temp Recommendation for Employment system! Please read and follow the instructions below.

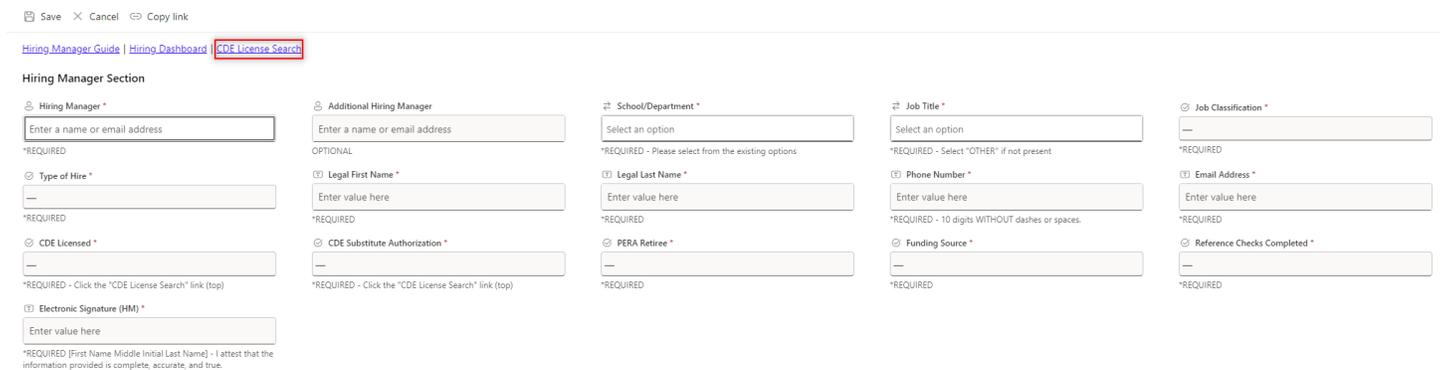
**Step 1:** Navigate to the [Temp Recommendation for Employment](#). *You may be asked to log in. If so, please use your **D11 email address and network password**.*

**Step 2:** Click the “New” button



**Step 3:** Complete each \*REQUIRED field in the “Hiring Manager” Section

- Please pay attention to the help text underneath each field.
- Please do NOT complete the “Funding Section”, “Recruiter Section”, or “Compensation Section”.

A screenshot of the 'Hiring Manager Section' form. At the top, there are links for 'Hiring Manager Guide', 'Hiring Dashboard', and 'CDE License Search'. The form is divided into several columns of fields:

- Hiring Manager \***: Text input with placeholder 'Enter a name or email address'. \*REQUIRED
- Additional Hiring Manager**: Text input with placeholder 'Enter a name or email address'. OPTIONAL
- School/Department \***: Dropdown menu with placeholder 'Select an option'. \*REQUIRED - Please select from the existing options
- Job Title \***: Dropdown menu with placeholder 'Select an option'. \*REQUIRED - Select "OTHER" if not present
- Job Classification \***: Dropdown menu with placeholder '---'. \*REQUIRED
- Type of Hire \***: Dropdown menu with placeholder '---'. \*REQUIRED
- Legal First Name \***: Text input with placeholder 'Enter value here'. \*REQUIRED
- Legal Last Name \***: Text input with placeholder 'Enter value here'. \*REQUIRED
- Phone Number \***: Text input with placeholder 'Enter value here'. \*REQUIRED - 10 digits WITHOUT dashes or spaces.
- Email Address \***: Text input with placeholder 'Enter value here'. \*REQUIRED
- CDE Licensed \***: Dropdown menu with placeholder '---'. \*REQUIRED - Click the "CDE License Search" link (top)
- CDE Substitute Authorization \***: Text input with placeholder '---'. \*REQUIRED - Click the "CDE License Search" link (top)
- PERA Retiree \***: Text input with placeholder '---'. \*REQUIRED
- Funding Source \***: Text input with placeholder '---'. \*REQUIRED
- Reference Checks Completed \***: Text input with placeholder '---'. \*REQUIRED
- Electronic Signature (HM) \***: Text input with placeholder 'Enter value here'. \*REQUIRED [First Name Middle Initial Last Name] - I attest that the information provided is complete, accurate, and true.

## What Happens Next

- IF ANY of the required fields are empty/invalid, you'll receive an email (*in 1-2 min*) with the subject, “**INCOMPLETE...**” containing a description of exactly what is needed to complete the Temp Recommendation for Employment and initiate the approval process. Simply re-open the Temp Recommendation for Employment and follow the step-by-step instructions in the email.
- IF you've completed all the required fields successfully and resubmitted the Temp Recommendation for Employment, **you'll no longer be able to see it in our system**. However, you will receive periodic emails notifying you when it has moved further along in the approval process.
- IF the Temp Recommendation for Employment is “Rejected” at any point in the approval process, you'll receive an email with the subject, “**CORRECTIONS NECESSARY...**” containing the reason(s) it was rejected with step-by-step instructions for correcting it in order to re-initiate the approval process.

## What Happens Upon Final Approval

- Once the Temp Recommendation for Employment has been approved by the Compensation Department, you'll receive an email (*in 2-3 min*) with the subject, “**FINALIZED...**” containing all the details. We recommend you store finalization emails in a subfolder within Microsoft Outlook for future reference.
- IF a Recruiter corrects any information in the FINALIZED Recommendation for Employment, you'll receive an email with the subject, “**UPDATED...**” with any changes **highlighted**. We recommend that you also store these emails in a subfolder within Microsoft Outlook for future reference.