Colorado Springs School District 11 Talent Management Department

Hiring Process Flow Chart
Temporary Workers

Hiring Manager: Advertise and Interview
- Direct the candidate to apply online through the D11 website to our generic postings for that position.
- If this is a unique position, please send your job description (or we can use a generic temp description) to the recruiter and they can post the position for you.
- Hiring Manager will conduct interviews once candidates apply.
- Hiring Manager will complete interview evaluations if applicable.
- Hiring Manager will submit the online Temporary Worker Requisition after reference checks are completed.

Submit eRecommendation:
- Complete & Submit the Online Temporary Worker Requisition form. Please make sure to pick the correct funding and put in the correct budget string.
- Note: SPED will put the funding string in for Health Techs.

Talent Management: Processes Recommendation
- A call is then made to the candidate to formally offer them the job!
- Once offer is accepted, the onboarding process begins.
- The candidate will complete New Hire paperwork through DocuSign.
- Candidates will need to get their fingerprints done through IdentoGo.
- Candidate will need to bring in 2 forms of ID to Talent Management (HR)

Hired
- The Hiring Manager along with the candidate will be notified once the background check has cleared, all paperwork is completed ,and we have 2 forms of ID's.
- Until you receive the ALL CLEAR email, the candidate is not permitted to begin working.
- Once this email is received, the requisition is closed and the candidate is hired!
- If position is Crossing guard, training will be scheduled at this time.
- Candidate can now go to Security to get their picture taken and a badge.