Principal's Institute

Human Resources-Hiring Process

June 25, 2024

SSD SPECIAL SCHOOL DISTRICT

HR: Office of Employee Success and Engagement

- Learning Goals
  - Selection/Screening & Interviewing
  - Hiring Process
  - Employee Onboarding Process
  - PowerSchool- Records: Employee onboarding program
  - Discuss Supervisor Supports

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Selection/Screening & Interviewing

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Hiring Process Steps

- Effective employee onboarding is essential to making new hires feel welcome to the District
- Today we'll review the steps to successful onboarding
  - Offer of Employment
  - Background Check
  - Board Approval
  - New Hire Communication and Support
  - Lawson Entry
  - Onboarding Paperwork
  - I-9 Process
  - Setting a Start Date
  - New Employee Orientations

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Hiring: Posting a Position

Job Posting Requisitions
- Request a Job posting through Tools > Requisitions
- Access the postings From the Dashboard
- Access Applicants from the Dashboard

Hiring: Screening

What does Human Resources do once an application is submitted?

- Screen for job requirements based on job description
- Review required documents – transcripts, certification/licensure, references, letters from university if needed
- Forwarded application information to vacancy pool or directly to supervisors with vacancies
- Daily Screening
- First contact with the District-make a positive first impression

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Hiring: Interview

Building/Site Level Interview Checklist:

- Team of interviewers-Introductions; warm/welcoming environment
- Consistent questions
  - review job description and requirements for the position
- Rubric/Scoring Guide
- Be aware of what questions not to ask an applicant and what alternative questions would ensure they are qualified to complete the essential functions of the job
  - Example: single mom, disabilities, protected classes, criminal background

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Appropriate Interview Techniques

Helpful tips

- If possible conduct in-person interviews
- Provide classroom visits that allow potential employees to see different types of services SSD offers
- Discuss what travel time/commute would look like
- Will the work hours work well with their schedule
- Painting a true picture of the job

Hiring: Interview

Technical Interviews (Secondary Screening)

- More specialized positions-SLP; Social work; OT/PT
- Interviewed by the Effective Practice Specialist (EPS)
- Looking for the skilled/technical requirements for the role
- Site based interviews conducted after technical
  - Location fit

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Hiring: Selection

- The interviewing administrator makes a recommendation – HR Managers HIRES the candidate

- Submit recommendation through PowerSchool-Applicant Tracking

Begin Hire

Vacancy Report

Position Info report

SSD Portal
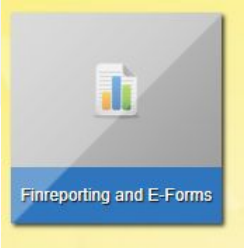
Select | accounting | Position Info

Supervisor: order by ● Desc ○ ID   filter Supervisor: [_____]

199 items in 20 pages

available values | selected values
No records to display.

select — Kussman, Tove (AC205-001)

select — Thomas, Lisa (AC212-01)

select — Morgan, Latrisa (ADMN12-008)

select — Farless, Kari (ADMN12-011)

Results

HOURLY SECRETARY 260 DAY (HRSEC2) total: 1.00

MANAGER 260 (MGR260)

115-0052   MANAGER260   CENTRAL ADMINISTRATION (S00)   MANAGER 260 (MGR260)
1   MOFFATT, LAYSHONA M (132357)   CENTRAL ADMINISTRATION (S00)   Administrator 12 mo. 260 days (01A)
                                             KELLY, DANIEL P (DIR12-035)
           1   14.150000010002641.6151   1.00   * 100 = 1.00
                                                            1.00

115-0062   MANAGER 260   CENTRAL ADMINISTRATION (S00)   MANAGER 260 (MGR260)
1   MARTY, AMANDA M (129539)   CENTRAL ADMINISTRATION (S00)   Administrator 12 mo. 260 days (01A)
                                             KELLY, DANIEL P (DIR12-035)
           1   14.150000010002641.6151   1.00   * 100 = 1.00
                                                            1.00

Hiring Process

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Hiring & Onboarding Process

RECOMMENDATION
- OESE creates file
- Information is verified
- OESE offers position to applicant
- Applicant accepts
- Applicant to complete background/FCSR

1

COMMUNICATION
To applicant & supervisor
- Emails sent to director/principal and applicant with next steps

2

BACKGROUND
- Background is received and cleared
- Applicant is placed on next open Board agenda
- Applicant and director/principal are notified
- Applicant info sent to IT dept. to set up temporary login credentials

3

AFTER BOARD APPROVAL
- Director/supervisor and applicant are notified of Board approval
- Applicant sent instructions to begin electronic onboarding checklist using temporary credentials

4

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Extending an Offer

- HR Manager sends email to new hire with the following information:
  - Welcome offer letter
  - Background check instructions and account numbers
  - Information regarding benefits, paid time off and retirement

SSD administrators can reach out to the new hire and encourage them to complete their background check as soon as possible

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Background Checks

- HR receives notification of cleared background check*
- HR Clerk emails new hire and cc's principal/director/executive director
  - Background checks completed
    - Fingerprints and Family Care Safety Registry (FCSR)
  - Date they will be presented to the Board
  - What to expect after the Board meeting
- New hires that have returned the FCSR form are eligible to be sent for Board approval prior to receiving results.
  - **Staff cannot start until results have been received, even with Board approval**

  *background checks with arrest histories are reviewed by CHRO/Director

Technology Set Up

- Before new hires are approved by the Board the process of setting them up in technology begins
- New employees are entered into "H" status in the HRIS system
  - Information is sent to the Technology Infrastructure team to create employee credentials and temporary login information
- Staff will not be updated from "H" status and given full access to systems until after HR Orientation and the HRIS systems have been updated. (Payroll processing timelines)

Board Approval

- Following the Board meeting all new hires and SSD administrators receive notification of Board approval

- An email is sent to new hires/rehires containing:
  - Instructions for completing electronic onboarding paperwork
  - Link to PowerSchool onboarding
  - Employee ID, email address, and temporary password

  - SSD administrators can encourage the new employee to complete their onboarding paperwork quickly and reach out to HR if they are having issues

Employee Onboarding Process

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Employee Onboarding Process

ONBOARDING

- Employee completes electronic onboarding checklist
- Employee schedules to attend in-person OESE orientation session and/or new para orientation
- Start date is set at OESE or new para orientation

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SETTING A START DATE

Contigent on providing proper I-9 documents

- OESE notifies director/principal and secretary of new employee start date
- OESE completes paperwork, employee file, contracts, I-9, updates status forms & processes data entry to make employee active in HRIS

WELCOME!

- Supervisors should ensure the following happen on **DAY ONE**!
-
  - Building/Facility tour
  - Introductions to all team members
  - Technology/Software set up

Electronic Onboarding

- HR monitors PowerSchool for onboarding completion
  - 7-day window for completion is provided
  - Sends reminders to complete
  - Offers assistance

- Upon completion of electronic onboarding requirements, HR emails each new hire an onboarding checklist completion email that includes:
  - Schedule in-person HR Orientation and New Para Orientation
  - Information about required documents to bring for I-9 completion
  - Link to applicable Joint Resolution

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TalentEd Electronic Onboarding Checklist

		Task
☑	▣	Onboarding Process Overview
☑	▣	Equifax I-9
☑	▣	W-4
☑	▣	Missouri W-4
☑	▣	Direct Deposit
☑	▣	Employee Information
☑	▣	Board Policy Sign-Off
☑	▣	Social Security Statement
☑	▣	Benefits Overview

New Employee Orientations

- In-Person SSD HR Orientation
  - Welcoming environment for all employees
  - Folders with position specific information

- New Teacher Orientation-Teacher level staff
  - End of July
  - Make up sessions available

- New Para Training (Paras, RBT, and Interpreters)
  - Monday or Tuesday of each week-4 day training that includes NCI
  - HR Orientation included in this training

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I-9 Process

- Required in-person process to complete federal I-9 documentation
  - Acceptable forms of identification required
  - E-Verify entry by HR personnel to the Dept. of Labor
- After I-9 is complete HR sets start date with new hire
- Employee cannot report to the building until they complete the I-9 process
- Completed at HR Orientation or New Para Orientation

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Start Date

- Start date is only set after the completion of the I-9

- Start dates are dependent on new hire availability

- HR Clerk sends an email to the SSD administrator and director secretary
  - Onboarding complete
  - Start date
  - Please reach out to share assignment specific information

- HR updates employees status to active

  *HRIS system requires at least 24 hours to update and communicate to other internal platforms

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Applicant/Onboarding Runway

Date Received	NH/RH/JC	Applicant Status	Last Name	First Name	ID #	Certification	Personal Email	Position Title	PC #
8/8/2023	NH	Waiting for HR Orientation	Anozie	Victor	132566	No DESE Prof...	anozievc@gmail.com	Teacher Assistant	227-0904
5/24/2023	NH	Processed	Barnum	Elizabeth	132374	DESE Certified	b2barnum@gmail.com	Teacher Assistant	227-0370
1/10/2023	NH	Processed	Black	Lily	132228	No Licensure	lilyblack1599@gmail.com	Speech Pathologist	201-0489
8/22/2023	JC	Processed	Blue	Koetha	131398	DESE Certified	kablue@ssdmo.org	RBT	221-0476
6/9/2023	NH	Processed	Bollinger	Catherine	132408	No Certificati...	bollinger.catherine@gmail.com	Teacher	311-0118
6/8/2023	NH	Processed	Camden	Ashley	132435	No DESE Prof...	ashleycamden22@gmail.com	RBT	221-0779
9/12/2023	JC	Waiting for Board Approval	Colyott	Makalya	132074	DESE Certified	mkcolyott@ssdmo.org	Teacher Assistant	
7/20/2023	JC	Processed	Dawson	Marcie	130976	No Certificati...	mariedawson11@gmail.com	Teacher	201-0261
8/21/2023	NH	Waiting for HR Orientation	Edwards	Larry	132576	DESE Certified	larryedwards0129@gmail.com	Teacher Assistant	201-0895
7/7/2023	NH	Waiting on Data Entry	Fleming	Elizabeth	132500	No Licensure	beth.fleming1027@yahoo.com	Speech Pathologist	228-0537
6/2/2023	NH	Waiting on Data Entry	Gay	Sandra	132450	No Certificati...	Sandy_Gay@msn.com	Teacher Assistant	201-0323
6/20/2023	NH	Waiting on Data Entry	Green	Alexandra	132452	DESE Certified	alexdorsey92@gmail.com	Teacher Assistant	210-6008
6/27/2023	NH	Processed	Herber	Mary Pat	132449	No Certificati...	mpherber10@gmail.com	Teacher Assistant	228-0605
6/12/2023	NH	Processed	Kapka	Brianna	132415	No Licensure	briannakapka@gmail.com	Speech Pathologist	201-0516

Direct Supervisor Supports

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Direct Supervisor Supports

- Welcome Packet
  - Welcome letter
  - Assignment Information
  - Calendar of key dates
  - Where to go on the first day

- Technology
  - Ensures new hire has a computer/laptop
  - Ensures access to all networks, software, shared drives
  - Ensures access to copiers and printers

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Direct Supervisor Supports

- Materials and Supplies
  - Ensures there is a safe, clean, and appropriate workspace
  - Provides necessary office/classroom supplies
  - Provides all curriculum materials and resources

- Building Access
  - Supervisor meets new hire at location on first day (or designee)
  - Provides tour of the building including introductions to key staff
  - Ensures new hire has keys to classroom/office, closets, file cabinets

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Direct Supervisor Supports

- Support
  - Facilitates introduction to mentor and instructional coach
  - Ensures mentoring schedule is developed
  - Provides training calendar and expectations

- Evaluation
  - Reviews EES/evaluation process
  - Schedules meetings to develop educator and student growth plans
  - Reviews walk-through and observation expectations

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Direct Supervisor Supports

- Attendance
  - Reviews attendance expectations and procedures
  - Ensures access to WFM
  - Provides work schedules
  - Introduce staff to their attendance secretary

- Electronic timesheet
  - Employee not in WFM

- Requesting a Sub
  - Frontline through Kelly Services

Questions?

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