



South Lane School District

Steps to Filling a Job Posting

Initiation of A Posting

1. HR is notified of a need for a position.
2. HR expedites the position posting.
 - a. HR vets the position and/or initiates an [“Authorization to Post” form](#) for any new position.
3. Once the hiring manager has the approval to post a job, they will send in a job posting requisition through [TalentEd](#).
 - a. The hiring manager completes all required fields, including:
 - i. Populating the body of the requisition with the current, approved job description for the position available [on the website](#).
 1. If no job description is available, please list the particular job responsibilities in the body of the requisition.
 - ii. Indicating the position and person to be replaced.
 - iii. Indicating the hiring manager contact information
4. The position is posted.
 - a. The posted job waiting period per contract language is:
 - i. Licensed: 5 working days
 - ii. Classified: 7 calendar days

Reviewing Applications Through Interview

5. The hiring manager begins the application review process.
 - a. All applications must be reviewed with fidelity.
 - b. The hiring manager sends an email with the candidate list recommended for interview to HR at hr@slane.k12.or.us; HR will then initiate the 48-hour (2 business days) pre-vetting process for the listed candidates.
 - c. Interviews may commence no earlier than 48 hours (2 business days) after the recommended candidates have been referred for vetting.
 - d. The hiring manager will be notified by HR if any candidate does not meet the pre-vetting criteria.
6. The application review through the interview process is started.
 - a. The hiring manager will interview all internal candidates and veterans.
7. After the 48-hour window for the pre-vetting process, the hiring manager has the ability to offer the job to anyone in the pre-vetted pool at the conclusion of the interview process.
8. Once the job has been offered, the hiring manager will notify HR by email at hr@slane.k12.or.us.



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Offered and Accepted

9. Once the candidate has accepted the job, notify HR by email at hr@slane.k12.or.us.
10. If the candidate accepts, use the Begin Hire button in TalentEd to fill the job posting.
11. The hiring manager will send all documents and interview materials required to be used during the hiring process to HR via district mail or scanned via email to hr@slane.k12.or.us.

If a candidate to whom a job was offered rescinds their acceptance, notify HR by email at hr@slane.k12.or.us.

12. HR will initiate the onboarding process by:
 - a. Completing a "Personnel Action Request" (PAR) form.
 - b. Sending the onboarding documentation to the new hire electronically.
 - c. Emailing the new hire to provide additional information and request documentation to be brought into the office.
 - d. Calling the new hire to schedule an in-person meeting to answer any questions and collect additional documentation.
 - e. Confirming that the new hire has completed a fingerprinting appointment where applicable.

**If the hiring manager has any questions about where the candidate is in this process, they can call HR at any point.*

13. Once Step 12 of the process is complete, HR will notify the hiring manager that the new hire can start.
14. The hiring manager will notify HR of the new hire's start date.
15. The hiring manager will proceed with the building orientation process.