

Classified Human Resources Recruitment Timeline

Open Recruitment

- If there is an approved vacancy to fill, and a current eligibility list does not exist, then a recruitment will be opened.
- Recruitment must be open for a minimum of 15 working days as required by California Ed Code.

Recruitment Closes

- Recruitments close at 11:59PM on the designated closing date.
- Applicants are encouraged to submit their applications and supporting documentation as soon as possible, rather than waiting until the last day.
- Late applications will not be accepted.

Application Screening

- Applications are screened based on the minimum qualifications as established in the job description.
- The goal is to have applications screened within 2-4 business days after the position closes.
- Applicants are then notified of their application status.
- Those who pass paper screening are scheduled for next step in the recruitment process.

Schedule Exam Steps

- Applicants who pass paper screening are notified and scheduled for the first exam.
- Exam plans may include any combination of written exams, performance exams, computer skills test, and/or qualification appraisal interview (QAI).
- The goal is to have this next step scheduled within 7 business days after the recruitment closes.
- Please note that there may be several exams an applicant must successfully pass to move forward in the recruitment process, and the timelines will be set accordingly.

Eligibility List

- Upon successfully completing the required exams, applicants are placed on the eligibility list.
- Individuals are ranked on the list based on their scores achieved throughout the recruitment process.
- The goal is to have a list established within 6 weeks of opening a recruitment.
- An eligibility list expires in 6 months or 1 year, depending on the recruitment.
- An individual remains on the eligibility list until one of the following occurs:
 - the list expires
 - the applicant is hired from the list
 - the applicant has declined a job offer**OR**
 - the applicant has declined two final interviews for a position in that classification.

Final Selection Interviews

- The top 3 ranks are referred to the hiring supervisor for a final selection interview.
- The top ranks may be a combination of transfers and/or eligibles.

Job Offer & On-Boarding

- Once references are completed, a job offer is made to the selected candidate, and the on-boarding process starts.
- All other candidates are notified of their application status.

Welcome to VUSD!

- Once all new hire requirements are met, a start date is set for the new employee to start with the District.