

Classified Hiring Process

QUICK STEP-BY-STEP PROCESS FOR ADMINISTRATORS

1

REQUISITION

Using IK12, submit a requisition to fill a classified vacancy

The Personnel Commission recruitment and testing process begins once the **requisition** is fully executed and routed to PC staff.

2

INTERVIEW

Interview the candidates certified by PC staff

The **interview** is intended to assess for fit. We recommend putting together a panel to assist with the selection process.

3

SELECTION

Select from the candidates certified and return completed cert list to PC

Once you **select** a candidate, send us the completed certification list along with notes and/or emails from candidates that declined interview or failed to show up.

4

IT & OFFICE SPACE SETUP

Contact IT and Facilities for tech and work space setup

Once PC staff notify you that the candidate has cleared onboarding, reach out to **IT and Facilities for tech and work-space setup.**

SMCOE Classified Staff Hiring Process

Process begins once a requisition is fully executed and routed to the Personnel Commission Office

PC staff reviews job description with HM to ensure accuracy and relevancy

PC staff posts position on various online recruitment sites

PC staff meets with HM, builds employment exams, and secures panelists

PC staff administers and scores Exam 1 and analyzes results

PC staff invites qualified candidates to Exam 1

PC staff receives and screens applications

PC staff invites candidates who pass Exam 1 to Exam 2

PC staff administers and scores Exam 2 and analyzes results

PC staff certifies eligible candidates and provides list to HM for interview and selection

PC staff contacts SO to arrange final interview

PC staff conducts reference checks for selected candidate

HM arranges and conducts interviews, selects candidate, and returns completed cert list to PC staff

Following approval from Superintendent, PC staff extends job offer and onboards selected candidate

PC staff notifies HM, IT, and Facilities once candidate clears all pre-employment processes

PC staff arranges for fingerprinting, TB test, and pre-employment paperwork

Employee begins at SMCOE; the hiring process is concluded

KEY

PC - Personnel Commission
HM - Hiring Manager
EL - Eligibility List
IT - Information Technology
SO - Superintendent's Office

After each step, PC staff will communicate with candidates moving forward and those who are not. PC staff will advise HM of next steps if a final candidate is not selected.



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