

# LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

Effective November 1, 2008  
Revised September 2017

## ADVERTISE POSITION

### STEP 1

Site advertises vacant position in PATS.

Must submit an ad for each vacant position (no group ads).

[http://www.leon.k12.fl.us/public/person/Pats\\_Training/2.pdf](http://www.leon.k12.fl.us/public/person/Pats_Training/2.pdf)

### STEP 2

Human Resources submits the ad request to appropriate administrator for approval.

### STEP 3

Administrator approves/denies/holds ad.

### STEP 4

Human Resources posts the approved ad to the web for posting.

Ads are posted for a minimum of five (5) working days. During the 4-day work week Friday is considered a working day.

### STEP 5

Posting closes.

## REVIEW AND SELECT APPLICANTS TO BE INTERVIEWED

### STEP 1

Hiring Authority (HA) reviews all applicants on list (Direct Qualified AND Direct in Process). Direct in Process does not mean the applicant does not qualify for the position, only that the applicant has not completed all of the required documentation to complete their application.

Must interview a minimum of three applicants. This includes all qualified Veterans.

### STEP 2

**BEFORE** setting up interviews, the Hiring Authority (HA) must look at the individual(s) to determine what is pending on their portfolio. If you are unable to determine what is pending, please email the appropriate area in Human Resources with the name(s) of individual(s) and request Human Resources review for qualification. This must include all veterans in this category as well.

If you are unsure if applicants have the minimum training and experience required in the vacancy announcement, contact the appropriate area in Human Resources to review and verify the applicant's portfolio.

Interview questions must be relevant to the education, training and experience related to the position. Contact HR if assistance is needed with writing questions or committee process hiring.

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## STEP 3

HA documents [interviews only](#) in PATS <http://www.leonschools.net/Domain/36> (bottom right-hand side under “Department Tools”)

HA must document veterans first

NOTE: **DO NOT** ‘[extend conditional offer](#)’. This step does not occur until you have received final clearance from Human Resources. Once HR clearance is received you must go back to the applicant list, click on the successful candidate’s name, click edit, go to ‘extended conditional offer’, click yes, enter tentative start date and save.

## [PRE-EMPLOYMENT CLEARANCE](#)

### STEP 1

**BEFORE** making a job offer the HA must contact the appropriate area in Human Resources to verify the potential candidate is qualified and/or properly certified.

If potential candidate is deemed qualified and /or properly certified and credentialed, a tentative job offer can be made. [The offer is tentative until \*\*ALL\*\* clearances have been received \(Fingerprint AND Human Resources\).](#)

#### [INSTRUCTIONAL CONTACTS:](#)

Sue Christie – 487-7208 or [christies@leonschools.net](mailto:christies@leonschools.net) (Secondary & Special Sites)

Barbara Hadden – 487-7202 or [haddenb@leonschools.net](mailto:haddenb@leonschools.net) (Elementary)

#### [NON-INSTRUCTIONAL CONTACTS:](#)

Kendra Hatcher – 487-7220 or [hatcherk@leonschools.net](mailto:hatcherk@leonschools.net)

Adrienne Crawford – 487-7211 or [crawforda@leonschools.net](mailto:crawforda@leonschools.net)

### STEP 2

Once a tentative job offer has been made, the HA must give the candidate a fingerprint form and send the candidate to be fingerprinted and to complete their new employee paperwork in Human Resources.

[Remind candidate this is a tentative job offer only until references have been checked, fingerprints have cleared and the site has received Human Resources clearance.](#)

[HA or designee should remind candidate to bring appropriate documents to satisfy the I-9 identification requirements. Usually this includes original social security card and Driver’s License. They can also bring a voided check for the direct deposit form.](#)

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After new hire paperwork has been completed, the new hire checklist will be scanned and emailed to the Bookkeeper and HA so that the site can be made aware of what documents remain outstanding that will impact the hiring process. [The NAME KEY will be added to the top of the checklist to aid the site in processing additional paperwork.](#)

Once the fingerprint clearance has been received, the HA can begin completing the new hire paperwork (PAF, Pre-Employment Clearance Form, Reference Review Form(s)) in Liquid Office.

HA must contact and verify the last five (5) years of employment references found on the Employment History Section of the candidate's application. The Reference Review Form(s) must be completed via Liquid Office and sent to the [NEW HIRE QUEUE](#).

The HA must complete the Pre-Employment Clearance form via Liquid Office and send to the [NEW HIRE QUEUE](#).

The HA must complete the PAF (Personnel Action Form) via Liquid Office and send to the [STAFFING SERVICES QUEUE](#). The effective date on the new hire PAF cannot be earlier than five (5) working days from the date the PAF is created. [THIS DOES NOT MEAN THE INDIVIDUAL CAN BEGIN WORK ON THAT DATE.](#) The HA must receive clearance from Human Resources BEFORE the individual begins working.

You will need the NAME KEY of the candidate for the PAF, Pre-Employment Clearance and Reference Review Form(s). The NAME KEY can be located in Skyward or on the checklist emailed to the site.

**NOTE:** Not all name keys end in '000.' Using the wrong NAME KEY could potentially cause the wrong person to be processed and/or compensated.

**NOTE:** Liquid Office automatically defaults to "approve." The person initiating the PAF must change the action from "APPROVE" to "SUBMITS" and send it to the site administrator. The site administration must review the PAF and "SUBMIT: the PAF to Staffing Services.

Please **DO NOT** submit directly to a staff member in Human Resources.

[ALL PAFs must be sent to Staffing Services with the following EXCEPTIONS:](#) Supplement PAFs for Coaches and Academics must be submitted to Interdivisional Support Services. All other supplement PAFs go to either the PAF Secondary Instructional Queue, PAF Elementary Instructional Queue or PAF Non-Instructional Queue.

Documents such as resignation letters can be scanned in and attached to the Liquid Office PAF. Leave slips will need to be mailed to Human Resources.

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## STEP 4

Human Resources will review all documentation and completes final verification that the candidate meets certification and/or minimum qualifications for the position and has completed all new employee paperwork. Human Resources reviews DOE Professional Practices Discipline and Staff Termination Databases for instructional personnel.

## STEP 5

Human Resources will notify the site that candidate has met hiring requirements and can begin working and cleared to work. [Again, DO NOT allow the employee to begin prior to receiving this clearance.](#)

If the PAF date needs to be changed due to hiring delay, contact Human Resources.

## COMPLETE HIRING PROCESS AND APPLICANT NOTIFICATION IN PATS

### STEP 1

HA completes the final hiring steps outline in the PATS Hiring Authority Manual.  
<http://www.leonschools.net/Domain/36> (bottom right-hand side under "Department Tools")

HA returns to applicant list to finalize the hiring process on successful candidate.

1. Select candidate's name
2. Click "Edit" at top of page
3. Allow screen to refresh and scroll down to Hiring Process
4. Go to "Extend Conditional Offer" and click "yes"
5. Enter tentative start date
6. Scroll to bottom and click "save"

### STEP 2

HA must send letters via PATS in the following order by completing the following steps:

1. [Not Interviewed](#) - Remove the check mark next to names of ALL individuals interviewed (including who you hired)
2. [Interviewed, Not Hired](#) - Remove the check mark next to the name of the individual you are hiring.
3. [Hired](#) -This list should have only the name of the successful candidate listed.

### STEP 3

Keep all committee documentation related to selection in event of hiring challenge.

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## WHO TO CALL

Job Posting & Re-Advertising Questions: Vicki Morrison 487-7127

### How to Hire Off PATS:

Lesa Crosby-Harley	487-7203
Vicki Morrison	487-7127

### Qualification Questions:

#### INSTRUCTRCTIONAL

Sue Christie (Secondary & Special Sites)	487-7208
Barbara Hadden (Elementary)	487-7202

#### NON-INSTRUCTIONAL

Kendra Hatcher	487-7220
Adrienne Crawford	487-7211

### Position Control Forms:

Vicki Morrison	487-7127
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### New Employee Paperwork:

Linda Melvin	487-7199
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### Staffing Services:

Teresa Hardy	487-7152
Kendall Roberts	487-7175
Jennifer Madson (District Sites)	487-7195