

LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

March 2020

STEP 1 - ADVERTISE POSITION

1. Site advertises vacant position in PATS.

Must submit an ad for each vacant position. Exceptions are for bus drivers and bus student behavioral assistants.

http://www.leon.k12.fl.us/public/person/Pats_Training/2.pdf

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

Administrator approves/denies/holds ad.

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

NOTE: Ads are posted for a minimum of five (5) working days. During the 4-day work week Friday is not considered a work day.

4. Posting closes.

STEP 2 - REVIEW AND SELECT APPLICANTS TO BE INTERVIEWED

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.

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.

3. Prepare Interview questions to be asked of all candidates. Questions must be relevant to the position description and activities to be performed and related to the required education, training and experience. Contact HR if assistance is needed with writing questions or committee process hiring.

4. 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.

LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

March 2020

STEP 3 - PRE-EMPLOYMENT CLEARANCE

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:

Roxanne Valle – 487-7208 or valler@leonschools.net

Barbara Cutchins – 487-7202 or cutchinsb@leonschools.net

Pam Foister – 487-7215 or foisterp@leonschools.net

NON-INSTRUCTIONAL CONTACTS:

Adrienne Crawford – 487-7211 or crawforda@leonschools.net

Kendra Hatcher – 487-7220 or hatcherk@leonschools.net

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. They will also 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 to speed that process.

3. After new hire paperwork has been completed, the new hire checklist and emergency contact form will be scanned and emailed to the Bookkeeper and HA. The NAME KEY and PID will be added to the top of the checklist to aid the site in processing additional paperwork.

The new hire checklist will notify the site of what documents remain outstanding that will impact the hiring process.

The emergency contact form will be provided to ensure that the site has the information in the event of accident or illness on the first day of work.

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

LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

March 2020

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 appropriate 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 NAMEKEY 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.

5. PAF's are routed to Staffing Services except in the following situations:

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 sent to HR via interoffice mail.

6. Human Resources will review all documentation to confirm the candidate meets all 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.

7. Human Resources will notify the site that candidate has met hiring requirements and is cleared to work.

LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

March 2020

DO NOT allow the employee to begin prior to receiving this clearance as this could cause the district potential liability.

If the PAF date needs to be changed due to hiring delay, contact the appropriate HR hiring unit.

STEP 4 - COMPLETE HIRING PROCESS AND APPLICANT NOTIFICATION IN PATS

1. Applicant notification is made via the PATS system. Without the following steps, candidates will not be informed of the hiring action.

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

Update 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"
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.

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

**LEON COUNTY SCHOOLS NEW HIRE GUIDELINES
March 2020**

WE ARE HERE TO HELP!

Job Posting & Re-Advertising Questions:

Vicki Morrison 487-7127

PATS Administration:

Vicki Morrison 487-7127

Qualification Questions:

INSTRUCTIONAL

Rosanne Valle 487-7208
Barbara Cutchins 487-7202
Pam Foister 487-7215

NON-INSTRUCTIONAL

Adrienne Crawford 487-7211
Kendra Hatcher 487-7220

Position Control Forms:

Vicki Morrison 487-7127

New Employee Paperwork:

Linda Melvin 487-7199

Staffing Services:

Teresa Hardy 487-7152
Kendall Roberts 487-7181