

# LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

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## SELECT POSITION TO ADVERTISE

- Step 1** Site selects and verifies valid position number on the position screen (14) in TERMS. Changes to the position number can be completed on-line at the following link: <http://www.leon.k12.fl.us/StaffResources.htm>

## ADVERTISE POSITION

- Step 2** Site advertises vacant position in PATS  
Site submits ad for each valid vacant position number (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 3** Human Resourcesa submits ad to directors for approval  
Director approves/ denies or place on hold request for advertisement
- Step 4** Director Approves ads
- Step 5** Human Resources submits approved ad to web for posting (posted for a minimum of five working days)
- Step 6** Posting closes

## REVIEW AND SELECT APPLICANTS TO BE INTERVIEWED

- Step 7** Hiring authority (HA) reviews applicant list (direct qualified/in process)
1. HA interviews at least three qualified applicants including all veterans
    - i. Applicant meets minimum qualification for position
    - ii. Applicant is highly qualified (NCLB)
    - iii. Applicants being interviewed must appear in "Direct-Qualified" (see note below)

NOTE: If you find a veteran or another applicant you are interested in who appears in "Direct – In Process", please look at the individual(s) to determine what is pending on their portfolio. If you are unable to determine what is pending, please contact the appropriate person(s) in Human Resources to assist you BEFORE YOU SET UP AN INTERVIEW.

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2. HA documents interviews in PATS (follow steps outlined in PATS Hiring Authority Manual):

[http://www.leon.k12.fl.us/public/person/Pats\\_Training/hiring\\_off\\_of\\_pats.pdf](http://www.leon.k12.fl.us/public/person/Pats_Training/hiring_off_of_pats.pdf) (pages 1-9)

- i. HA must document veterans(military) first
- ii. HA at this step does not click "offer" button in PATS until after approval by Human Resources (click save)

## PRE-EMPLOYMENT CLEARANCE

**Step 8** HA completes Reference Review Forms documenting the applicants' last five years of employment.

HA makes tentative recommendation for hire

- i. Informs candidate of tentative recommendation

HA completes fingerprint form and sends candidate to be fingerprinted and to complete new employee paperwork

Fingerprints cleared by Safety and Security

Contact Safety and Security for clearance of fingerprints only (Employee cannot begin employment until site receives clearance from Personnel in Step 11.)

**Step 9** Site completes Liquid Office PAF, Pre employment Clearance Form, Reference Reviews forms and forwards to Human Resources

<https://205.223.147.175/jsp/index.jsp>

1. Site will enter a start date on PAF of not earlier than five (5) working days from the date the PAF is being created. (A PAF cannot be entered in Liquid Office until the individual has completed new employee paperwork with Human Resources and a PID number issued at that time.)
2. Site Administrator submits PAF, Pre-employment Clearance Form and Reference Review Forms. (Site administrator submits forms via Liquid Office directly to PAF NewHire Queue)

**NOTE: LIQUID OFFICE AUTOMATICALLY DEFAULTS TO "APPROVE". "APPROVE" SHOULD NOT BE USED AT ALL. Person initiating a PAF "SUBMITS" PAF to the site administrator who in**

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turn will "SUBMIT" the PAF to the PAFNew Hire Queue. **Please do not submit directly to a staff member in Human Resources.**

All other PAF actions (i.e. changes of hours, transfers, promotions, terminations, etc.) are to be submitted to either the **PAF Instructional Queue or PAF Non-Instructional Queue**. In addition documents such as resignations letters can be e-mailed or faxed to Human Resources. Leave slips, however will need to be mailed to Human Resources.

## Step 10 Human Resources

1. Verifies that candidate meets certification, is highly qualified  
And/or meets minimum qualifications for position
2. Reviews DOE Professional Practices Discipline Database
3. Verifies that candidate has completed new employee paperwork

## Step 11 Human Resources notifies site that employee has met hiring requirements and can begin employment

Human Resources will e-mail site when the employee has been cleared

Site will notify Personnel if the date on PAF needs to be changed.

<b>MAKE FINAL OFFER TO CANDIDATE &amp; COMPLETE HIRING</b>
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## Step 12 Site makes offer to candidate

1. Completes final hiring steps outlined in PATS Hiring Authority Manual

[http://www.leon.k12.fl.us/public/person/Pats\\_Training/hiring\\_off\\_of\\_pats.pdf](http://www.leon.k12.fl.us/public/person/Pats_Training/hiring_off_of_pats.pdf) (pages 10-15)

2. Send out letters via PATS in the following order:

"Interviewed, Not Hired"

"Not Interviewed"

"Hired"

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## WHO TO CALL

### Job Posting & Re-Advertising Questions:

#### INSTRUCTIONAL/NON-INSTRUCTIONAL

Vicki Morrison 487-7127

### Highly Qualified Questions:

Deana McAllister 487-7207

Sue Christie 487-7208

Angie Allbritton 414-5182

### How to Hire Off PATS:

Lesa Crosby-Harley 487-7203

Vicki Morrison 487-7127

### Highly Qualified Questions: NON-INSTRUC.

Angela Graham 487-7165

### Instructional Certification Questions:

Angie Allbritton 414-5182

Sue Christie 487-7208

### Non-Instructional Qualification Questions:

Angela Graham 487-7165

### New Employee Paperwork:

Linda Melvin 487-7199

### Position Control Forms:

Vicki Morrison 487-7127

### Staffing Plan & New Position Control Screen:

Celeda Christie (Secondary & Special Sites)

487-7393

Terri Messer (Elementary) 487-7393