

LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

REVISED FEBRUARY 2016

ADVERTISE POSITION

- Step 1** Site advertises vacant position in PATS
Site submits ad for each valid vacant position (no group ads)
Note: Choose any number
http://www.leon.k12.fl.us/public/person/Pats_Training/2.pdf
- Step 2** Human Resources submits ad to appropriate administrator for approval
Director approves/ denies or place on hold request for advertisement
- Step 3** Administrator Approves ads
- Step 4** Human Resources submits approved ad to web for posting (posted for a minimum of **five 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 6** Hiring authority (HA) reviews applicant list (direct qualified/in process)
1. HA interviews **a minimum of** three qualified applicants including all veterans
 - i. Applicant meets minimum qualification for position
 - ii. 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.

"DIRECT-IN PROCESS" DOES NOT NECESSARILY MEAN THE APPLICANT IS NOT QUALIFIED FOR THE POSITION.

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

<http://www.leonschools.net/Domain/36> (bottom right-hand side under "Department Tools" (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 7

BEFORE making a job offer:

The HA must contact the appropriate area in Human Resources to verify the candidate you would like to hire (if required) is highly qualified. If it is determined the candidate is not highly qualified a job offer **cannot be extended**

INSTRUCTIONAL:

Sue Christie – Secondary/Special Sites
Angie Allbritton – Elementary

NON-INSTRUCTIONAL:

Tammy Watson

The HA must **contact and verify the last five years of employment** using the Reference Review Form before

Once highly qualified status has been determined and last five years of employment has been verified, 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 (new employee must have their driver's license and original social security card with them)

Fingerprints cleared by Safety and Security

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Contact Safety and Security for clearance of fingerprints only (Employee cannot begin employment until site receives clearance from Human Resources in Step 10.)

Step 8 Site completes Liquid Office PAF and submits to **Staffing Services**. Pre-employment Clearance Form and Reference Reviews forms are submitted to **Human Resources (New Hire Que)**

<https://prod-sys1-hvg70.prod.leon.k12.fl.us/jsp/login.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 entered into Skyward to receive a Name Key.)

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 turn will "SUBMIT" the PAF to Staffing Services. **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 **Staffing Services** as well. **EXCEPTION:** supplement PAF go to either the **PAF Secondary Instructional Queue, PAF Elementary Instructional Queue or PAF Non-Instructional Queue**. In addition, documents such as resignations letters can be scanned in and attached to the Liquid Office PAF. **Leave slips will need to be mailed to Human Resources.**

Step 9 **Human Resources**

1. Verifies that candidate meets certification and/or meets minimum qualifications for the position
2. Reviews DOE Professional Practices Discipline and Staff Termination Databases
3. Verifies that candidate has completed new employee paperwork

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- Step 10** **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 Human Resources if the date on PAF needs to be changed.

MAKE FINAL OFFER TO CANDIDATE & COMPLETE HIRING

- Step 11** **Site makes offer to candidate**
1. **Completes final hiring steps outlined in PATS Hiring Authority Manual**
<http://www.leonschools.net/Domain/36> (bottom right-hand side under
"Department Tools" (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:

Vicki Morrison 487-7127

How to Hire Off PATS:

Lesa Crosby-Harley 487-7203

Vicki Morrison 487-7127

Instructional Certification Questions:

Angie Allbritton (Elementary) 414-5182

Sue Christie
(Secondary & Special Sites) 487-7208

Deana McAllister 487-7207

Position Control Forms:

Vicki Morrison 487-7127

Highly Qualified Questions: INSTRUCTIONAL

Sue Christie (Secondary & Special Sites) 487-7208

Angie Allbritton (Elementary) 414-5182

Deana McAllister 487-7207

Highly Qualified Questions: NON-INSTRUC.

Tammy Watson 487-7211

Kendra Hatcher 487-7220

Non-Instructional Qualification Questions:

Tammy Watson 487-7211

Kendra Hatcher 487-7220

New Employee Paperwork:

Linda Melvin 487-7199

Staffing Plan:

Teresa Hardy 487-7152
(Secondary & Special Sites)

Terri Messer (Elementary) 487-7393

Bev Owens (District Sites) 487-7195