

LEON COUNTY SCHOOLS NEW HIRE GUIDELINES

Rev. March 2022

January 2021

STEP 1 - ADVERTISE POSITION -

1. Site advertises position in ATS.

Must submit an ad for **each** vacant position (this includes all vacant athletic coaching positions). Exceptions are for bus drivers, bus student behavioral assistants and food service positions in Nutrition Services.

Hourly and OPS positions are not required to be advertised, but highly encouraged.

2. Once the hiring manager submits the ad request, ATS will automatically route the request to Staffing Services for budget and FTE approval.
3. Human Resources receives the request, reviews and will post the approved ad.

NOTE: Ads are posted for a minimum of five (5) **working** days (excluding weekends and holidays). 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. When the posting closes, the Hiring Manager reviews all applicants on list, selects individuals to interview, sets up and conducts interviews.

Must interview a minimum of three applicants plus any qualified Veterans.

STEP 3 - PRE-QUALIFICATION CLEARANCE

1. Hiring Manager contacts their HR Analyst for their site with the name of their top candidate and requests a pre-qualification. The site must wait for their response.

STEP 4 - COMPLETE HIRING PROCESS

1. If the top candidate qualifies, the Hiring Manager will go into ATS and complete the References.
2. Hiring Manager process a Request to Hire on the individual in ATS.
3. The Hiring Manager should then go into ATS and change the applied job status on each applicant.

NOTE: Individuals cannot be on campus or begin work until you receive a confirmed start date from your site's HR Analyst Contact.

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STEP 5 – READVERTISEMENT OF A POSTING

1. Email Lisa Wallenfels at wallenfelsl@leonschools.net

2. Subject: Readvertisement

3. In the body of the email include the following:

Job number of posting

Title of position to be re-advertised

New closing date (minimum of five (5) working days excluding weekends and holidays)

Below is a link to our training document for ATS that provides more detail for each step of this process.

<https://www.leonschools.net/Page/54442>

Please use the following email to ask questions or present concerns regarding the process:

ATSHelp@leonschools.net

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WE ARE HERE TO HELP!

Job Posting & Re-Advertising Questions:

Lisa Wallenfelsz	487-7209
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ATS Administration:

Lisa Wallenfelsz	487-7209
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Qualification Questions:

INSTRUCTIONAL

Melanie Richardson	487-7208
Barbara Cutchins	487-7202
Dankia Rhynes	487-7215

NON-INSTRUCTIONAL

Adrienne Crawford	487-7211
Tameka White-Reilly	487-7170
Hannah Allbritton	487-7220

Position Control Forms:

Lisa Wallenfelsz	487-7209
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New Employee Paperwork:

Yesenia Medrano-Rodriguez	487-7137
Pamela Foister	487-7397

Staffing Services:

Teresa Hardy	487-7152
Jenny Lord	487-7181