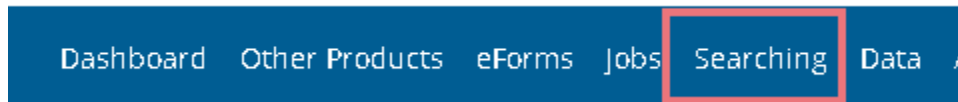


Hourly/OPS Positions Advertising vs. Not Advertising

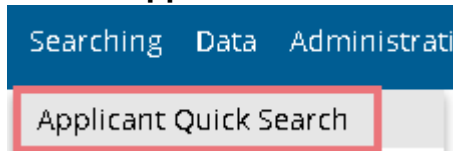
Hourly/OPS positions are not required to be advertised in ATS. However, we do strongly encourage you to do so for the purpose of hiring continuity.

Not Advertising Steps:

1. Make sure the candidate completes an ATS application.
 - a. As a Hiring Manager you are able to use the **Searching** feature to find the application.
 1. Click on **Searching** in the blue bar at top of page



2. Click on **Applicant Quick Search**



3. Type in the last name of the applicant and click **Submit**

Applicant Quick Search

| | |
|---|---------------------------------------|
| Last Name | <input type="text" value="morrison"/> |
| First Name | <input type="text"/> |
| Social Security Number (no dashes) | <input type="text"/> |
| Email address | <input type="text"/> |

This bring up a list of all applicants in ATS with that last name.

2. Once you have determined the candidate has completed the online application, please email your HR Analyst Contact with the candidate’s name and request a qualification review.

3. Once qualified, Human Resources will confirm with the school/department.
4. School/Department will send candidate to the District Office to meet with the New Hire Section in Human Resources
5. HR Analyst Contact will notify the New Hire Section via email of the candidate's name, site hiring and position and establish an electronic file. New Hire Section will take over the process at that point (fingerprints, new hire paperwork, etc.)
6. New Hire Section will notify school of the NameKey and advise school to complete a **Liquid Office PAF** and **submit References in ATS** (Pre-Employment Clearance is no longer required).
7. The HR Analyst Contact will contact the hiring site to confirm a start date. Individual cannot begin work until the HR Analyst Contact makes contact/confirms start date.

Advertising:

1. If you choose to advertise your hourly/ops position(s), the hiring process will go through the ATS system like regular positions being advertised.