

HIRING CHECKLIST

Prior to Posting

- ☐ If the position is a Special Education position, the Posting form must come from the special education department.

Prior to the Interview

- ☐ Check with Human Resources to determine if any candidates on your interview list have previously worked for the district. This step may help you determine which candidates will be in your interview pool.

During the Interview

- ☐ Provide all candidates a copy of the specific Job Description.
- ☐ Direct the prospective employee to the District website if they want to view a copy of the employment agreement associated with the job they are interviewing for.
- ☐ Let all candidates know that any job offer is conditional based on the results of their Criminal Background Check.
- ☐ Let candidates interviewing for custodial, head custodial, child nutrition or educational assistant jobs know that any job offer is conditional based on their ability to pass the Pre-Employment Screening by CSMR, (physical lift, push, pull, sit, bend and stand testing).
- ☐ Ask each candidate if they currently work for the school district, or have worked for the district in the past (if the answer is yes to either, please check with Human Resources to review references).

Recommendation for Hire

- ☐ Once you have selected your preferred candidate and have checked with Human Resources to determine whether the candidate has previously worked for or is currently working for the district, email Arleene Gallardo the candidate's name and phone number so she can schedule the Pre-employment Screening if applicable.
- ☐ Schedule the new staff orientation meeting with your newly hired employee and note this on the Recommendation for Employment form. Orientation sessions are held during the school year every Tuesday and Thursday at 1:00 p.m. in the District Office conference room. New hires that will not begin employment until the following school year attend orientation over the summer, as scheduled by HR. Please notify your new employee that they should bring the following to orientation:
 1. Drivers License
 2. Social Security Card
 3. Voided check for direct deposit
 4. In lieu of the drivers license and social security card, they can bring a passport. All documents for I-9 verification need to be current and valid.
- ☐ Fill out the Recommendation for Employment form and send it to Arleene Gallardo with a cc to Emily Grote, Andrea Nelson-Walker and Molly Viesselman.

- ☐ You will be notified by Arleene Gallardo regarding the results of the Pre-employment Screening test and the results of the Criminal Background Checks. New employees **CANNOT** start until both test results have been received. The normal time frame for both is no sooner than 2 days after the New Employee Orientation.
- ☐ Send any CPR, CPI or Paraprofessional Certification to the special education department at Longfellow.