

LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

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
- Step 3** Personnel submits ad to directors for approval
Director approves/ denies or place on hold request for advertisement
- Step 4** Director Approves ads
- Step 5** Personnel 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 Personnel to assist you BEFORE YOU SET UP AN INTERVIEW.

LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

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 (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 Personnel (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 Personnel

<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 Personnel 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

LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

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

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 Personnel. Leave slips, however will need to be mailed to Personnel.

Step 10 Personnel Services

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 Personnel Services notifies site that employee has met hiring requirements and can begin employment

Personnel will e-mail site when the employee has been cleared
Site will notify Personnel if the date on PAF needs to be changed.

MAKE FINAL OFFER TO CANDIDATE & COMPLETE HIRING

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 (pages 10-15)
2. Send out letters via PATS in the following order:
"Interviewed, Not Hired"
"Not Interviewed"
"Hired"

LEON COUNTY SCHOOLS' NEW HIRE GUIDELINES

Effective November 1, 2008

WHO TO CALL

Job Posting & Re-Advertising Questions:

INSTRUCTIONAL/NON-INSTRUCTIONAL

Vicki Morrison 487-7127

Highly Qualified Questions:

Kathy Culpepper 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

Jean Scott 487-7205

Non-Instructional Qualification Questions:

Angela Graham 487-7165

New Employee Paperwork:

Denise Harrell or Linda Melvin 487-7199

Position Control Forms:

Vicki Morrison 487-7127

Staffing Plan & New Position Control Screen:

Teresa Hardy 487-7393