

HIRING PROCESS – COMPLETING TELEPHONE REFERENCE CHECK FORMS
AND A CANDIDATE RECOMMENDATION FORM

For Board action, the following steps must be completed and submitted no later than Noon on the Monday two weeks prior to the next Board meeting that includes a Personnel Report (see upcoming Board dates at bottom of page):

1. Posting requisition submitted via AppliTrack (once approved, must post for a minimum of 5 days)
2. Complete two (2) professional Telephone Reference Checks for recommended candidate electronically via AppliTrack following these instructions:
 - a. Log into AppliTrack
 - b. Click on “Forms”
 - c. Click on “Fill Out a New Form”
 - d. Click checkbox next to “Telephone Reference Check”
 - e. Click “Continue with Selected Forms” at bottom right corner of page
 - f. Type name of applicant and select appropriate result
 - g. Click “Next” (new window will open)
 - h. Complete form and click “Submit Form” at bottom of page
 - i. Form will be electronically attached to candidate’s application materials within AppliTrack
3. Complete and submit **Candidate Recommendation form** electronically via AppliTrack following these instructions:
 - a. Log into AppliTrack
 - b. Click on “Forms”
 - c. Click on “Fill Out a New Form”
 - d. Click checkbox next to the appropriate Candidate Recommendation form (either Administration, Certified or Non-Certified)
 - e. Click “Continue with Selected Forms” at bottom right corner of page
 - f. Type name of applicant and select appropriate result
 - g. Click “Next” (new window will open)
 - h. Complete form and click “**Submit Form**” at bottom of page
 - i. Form will be electronically attached to candidate’s application materials within AppliTrack
4. In AppliTrack “Notes” section for recommended candidate, please add note that you are recommending person for hire in your building
5. Following receipt and approval of Candidate Recommendation, Human Resources will print all materials for placement in personnel file. HR will then contact candidate to set up time to complete paperwork.
6. If you have any questions/need assistance, please contact Sharon Sauer in HR at x4376 or via email, ssauer@sd308.org.

Upcoming Scheduled Board Meeting Date:

Monday, October 24, 2016

Monday, November 14, 2016

Monday, November 28, 2016

Monday, December 12, 2016

Monday, January 9, 2017