
CERTIFICATED HIRING PROCESS (PSL-P009)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process of hiring certificated employees.

2.0 RESPONSIBILITY:

- 2.1 Analyst

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- 5.7 Analyst or Personnel Technician III will offer the employment to the recommended applicant.
- 5.8 Analyst will prepare certificated contract and Benefits Authorization Form for new employee to sign.
- 5.9 New employees are given instruction on requirements necessary for employment, i.e., fingerprints, T.B. tests, orientation, etc. (pre-employment packet) (See PSL-W034)
- 5.10 When all paperwork is complete, Analyst will forward to

