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- 5.4 After position vacancy closes, Personnel Technician I retrieves the applicant listing from the SearchSoft applicant tracking system. (PSL-W049)
- 5.5 Personnel Technician/Personnel Analyst will screen applicants based on SEIU contract (see Article 13 Selection Process) and requirements needed for the position per job description. (PSL-W019)
- 5.6 Analyst reviews the screened applicant listing.
- 5.7 Analyst/Personnel Technician I e-mails, faxes, or sends through district mail the referral list to site administrator/hiring manager.
- 5.8 Analyst receives and reviews the recommendation from site administrator for job offer.
- 5.9 Analyst or Personnel Technician I will offer the employment to the recommended applicant.
- 5.10 Analyst will prepare the TOE and forward to Personnel Technician I to type up the TOE. Analyst will determine salary placement and prepare Benefits Authorization Form.
- 5.11 New employees are given instruction on requirements necessary for employment. i.e., fingerprints, TB tests, orientation, etc. (see associated documents below).
- 5.12 When all new employee paperwork is complete, Analyst will complete the Vacancy Requisition and forward to Personnel Technician II for data entry. (PSL-W020)

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Terms of Employment. (PSL-F042)
- 6.2 Employment Packet:
 - 6.2.1 Pre-Employment C[P7g0.000.6sg2csa383(PSL-F04g0.2 0g0. anTETEMC /P AMCID 10 BDC BT

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