


Hiring Recommendation Form Demo

Certificated New Hire

• Step 1 – Hiring Administrator Begins



Fill Out a New Form


Select from the available form types below

Form: [edit](#) Context: [edit](#)

Cancel

Search	Type	Workflow
Applicant Screening		
<input type="checkbox"/> 1-A: Rubric & Screening Form - Certificated (including Substitutes) - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Principal/Administrator Screening Form - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - preview	Standard Form	Multi-Step
<input type="checkbox"/> Copy Of 1-A: Rubric & Screening Form - Certificated (including Substitutes) - preview	Standard Form	Single-Step
<input type="checkbox"/> Copy Of 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Single-Step
<input type="checkbox"/> Copy Of Classified Confidential Reference Form - preview	Reference Survey	Single-Step
<input type="checkbox"/> Recommendation-to-Hire Process / PAR - preview	Standard Form	Multi-Step
EPS Internal Forms		
<input type="checkbox"/> 7: New Hire Checklist - preview	Standard Form	Single-Step
<input checked="" type="checkbox"/> CERTIFICATED NEW Hire Recommendation Form - preview	Standard Form	Multi-Step
<input type="checkbox"/> COACH NEW Hire Recommendation Form - preview	Standard Form	Multi-Step
<input type="checkbox"/> OTHER CLASSIFIED NEW Hire Recommendation Form - preview	Standard Form	Multi-Step
<input type="checkbox"/> PARAEducator NEW Hire Recommendation Form - preview	Standard Form	Multi-Step
Miscellaneous Forms		
<input type="checkbox"/> Copy Of Extended Volunteer Form - preview	Standard Form	Single-Step

Continue with Selected Forms »



Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each

Form: [CERTIFICATED NEW Hire Recommendation Form](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

Selected:

Job ID 713 - **TEST** Kindergarten (Do not apply)

Teacher - Elementary School : Kindergarten

Closed [view](#)

Posted: 2/14/18

Madison Elementary

[remove](#)

Enter job id, title, or location

and

* Select associated **applicant**

Selected:

TEST, Susan McCoard

AppNo: 3 [view](#)

[remove](#)

3909 152nd place se


Bothell WA 98012

submitted: 10/17/18

• Step 1 – Hiring Administrator Begins

CERTIFICATED NEW Hire Recommendation Form

Organization: Everett Public Schools Applicant: [Susan McCoard TEST](#)
Assigned To: User - smccoard Job ID: 713 - TEST Kindergarten (Do not appy) ...
[Show History](#)
[Remove Applicants or Employees](#)

 Please answer the questions below.

Certificated New Hire Recommendation Form

FTE or Hours/Day

Interview Team Members
Use box below to list additional members if more than 6


Candidates Interviewed
Use box below to list additional applicants if more than 6


Candidate Recommending: Susan McCoard TEST

Desired Start Date


Reasons for Recommendation

Reasons for Recommendation	Reasons
1.	<input type="text" value="Reason 1"/>
2.	<input type="text" value="Reason 2"/>
3.	<input type="text" value="Reason 3"/>
4.	<input type="text"/>
5.	<input type="text"/>

 Principal's / Supervisor's Signature
 [Click to Digitally Sign](#)

 Please indicate the following:


☒ Screening tally sheet completed on Recruiting and Hiring or uploaded
☒ Interview tally sheet completed on Recruiting and Hiring or uploaded
☒ Telephone references digitally entered in Recruiting and Hiring or uploaded
☒ Completed Confidentiality and Ethics form for any non-administrative employees on the interview team

 Upload interview questions and schedule here:

6.png
Added 12/6/2018 11:34:00 AM

[view](#) [delete](#)

[Add a File](#)

 Who is your Employment Specialist?

[Save as Draft](#)

[Submit Form](#)

• Step 2 – Employment Specialist Approves Applicant

CERTIFICATED NEW Hire Recommendation Form

Organization: Everett Public Schools Applicant: [Susan McCoard TEST](#)
Assigned To: User - smccoard Job ID: 713 - TEST Kindergarten (Do not apply) ...
[Show History](#)
[Remove Applicants or Employees](#)

Please answer the questions below.

Certificated New Hire Recommendation Form

FTE or Hours/Day: 1.0

Interview Team Members	Candidates Interviewed
Use box below to list additional members if more than 6	Use box below to list additional applicants if more than 6
Cobbs	Buffy
Kelley	Dean
Overly	Sam
Farias	Susan
Susan McCoard	

Candidate Recommending: Susan McCoard TEST

Desired Start Date: 12/10/2018

Reasons for Recommendation

Reasons	Reasons
1.	Reason 1
2.	Reason 2
3.	Reason 3
4.	
5.	

Principal's / Supervisor's Signature

Signed: Susan McCoard
Stamped: Thu Dec 06 2018 09:35:24 GMT-0800 (Pacific Standard Time); 12/6/2018 11:35:24 AM; 2018-12-06 17:35:24Z; 168.212.224.110; User - smccoard - smccoard@everettsd.org

Please indicate the following:
Screening tally sheet completed on Recruiting and Hiring or uploaded, Interview tally sheet completed on Recruiting and Hiring or uploaded, Telephone references digitally entered in Recruiting and Hiring or uploaded, Completed Confidentiality and Ethics form for any non-administrative employees on the interview team

Upload interview questions and schedule here:
6.png Added 12/6/2018 11:34:00 AM [view](#)

Add a File

Who is your Employment Specialist? smccoard@everettsd.org

HR Checklist

Please indicate:

☒ Provisional ☐ Temporary / Leave Replacement / Non Continuing ☐ Other

Business + Job Number: 18-1234

Position Type: Principal, Teacher, Para, Principal, Bus Driver, etc.

Administrative Position Type:

Certificated Position Type: Kindergarten Teacher

Certification: Valid Certificate / Permit ☒ Yes ☐ No

Fingerprints: Current employee or substitute? ☐ Yes ☒ No

Fingerprints needed per OSPI:

Fingerprints on file with OSPI? ☒ Yes ☐ No

OSPI date: 10/15/2018

WSP date: 10/07/2018

FBI date: 07/23/2018

Does the applicant have a valid WA State Teaching Certificate? ☒ Yes ☐ No

Indicate why below.

☐ Transferring Cert from another state ☐ Currently Student Teaching ☐ Other - Applicant action required

Okay to send to HR Director: ☒ Yes ☐ No

Date Processed by Employment: 12/06/2018

• Step 3 – HR Director Approval

CERTIFICATED NEW Hire Recommendation Form

Organization: Everett Public Schools Applicant: [Susan McCoard TEST](#)
Assigned To: Users: Mary O'Brien, Randi ... Job ID: 713 - TEST Kindergarten (Do not appy) ...
[Show History](#)
[Remove Applicants or Employees](#)

Please answer the questions below.

Certificated New Hire Recommendation Form

FTE or Hours/Day 1.0

Interview Team Members Use box below to list additional members if more than 6 Cobbs Kelley Overly Farias Susan McCoard	Candidates Interviewed Use box below to list additional applicants if more than 6 Buffy Dean Sam Susan
--	--

Candidate Recommending: Susan McCoard TEST

Reasons for Recommendation 1. Reason 1 2. Reason 2 3. Reason 3 4. 5.	Reasons Reason 1 Reason 2 Reason 3
--	--

Principal's / Supervisor's Signature

Signed: Susan McCoard
Stamped: Thu Dec 06 2018 09:35:24 GMT-0800 (Pacific Standard Time); 12/6/2018 11:35:24 AM; 2018-12-06 17:35:24Z; 168.212.224.110; User - smccoard - smccoard@everettsd.org

Please indicate the following:
Screening tally sheet completed on Recruiting and Hiring or uploaded, Interview tally sheet completed on Recruiting and Hiring or uploaded, Telephone references digitally entered in Recruiting and Hiring or uploaded, Completed Confidentiality and Ethics form for any non-administrative employees on the interview team

Upload interview questions and schedule here:

6 png [view](#)
Added 12/6/2018 11:34:00 AM

[Add a File](#)

Who is your Employment Specialist? smccoard@everettsd.org

HR Checklist

Please indicate:

Provisional

Business + Job Number 18-1234

Position Type
Principal, Teacher, Para, Principal, Bus Driver, etc.

Administrative Position Type

Certificated Position Type Kindergarten Teacher

Classified Position Type

Certification
Valid Certificate / Permit Yes

Fingerprints
Current employee or substitute? No

Fingerprints needed per OSPI

Fingerprints on file with OSPI? Yes

OSPI date 10/15/2018

WSP date 10/07/2018

FBI date 07/23/2018

Does the applicant have a valid WA State Teaching Certificate? Yes

Indicate why below.

Okay to send to HR Director Yes

Date Processed by Employment 12/06/2018

HR Supervisor Approval ☒ Yes ☐ No

HR Supervisor Notes

Excellent candidate!

HR Supervisor Signature
Please sign to confirm. Select deny if not approved.

Signed: Susan McCoard
Stamped: Thu Dec 06 2018 09:44:37 GMT-0800 (Pacific Standard Time); 12/6/2018 11:44:38 AM; 2018-12-06 17:44:38Z; 168.212.224.110; User - smccoard - smccoard@everettsd.org

• Step 4 - Okay to Offer - Applicant Accepts / Denies

Human Resources has reviewed your recommendation for hire.

You may call Susan McCoard TEST and make the offer of TEST Kindergarten (Do not apply) 713 at Madison Elementary. This offer is conditioned upon successful completion of a criminal history and sexual misconduct background check, registration with Human Resources of current and appropriate credentials for the position, reference checks, and approval of the contract by the Board of Directors.

Should the candidate have further questions regarding the position being offered (e.g., wage, benefits, status, etc.), please refer them to Human Resources as follows:

Certificated Staff - Mary O'Brien
Classified Staff - Mandy Benson
Recruiting and Hiring - Randi Seaberg

When we receive notice that the offer is accepted, the candidate's file will be forwarded to Certification and Compensation for processing, who will then provide the employee with a welcome packet, detailing next steps to be taken. Be sure to advise the candidate that all required hiring paperwork must be submitted, including, if necessary, the completed fingerprint card **BEFORE** the first day of employment.

And finally, please be sure to let candidates interviewed but not recommended know that a selection has been made.

Click the link below to fill out the form after the candidate has accepted.

[CERTIFICATED NEW Hire Recommendation Form](#)

Thank you,
Human Resources

CERTIFICATED NEW Hire Recommendation Form	
Organization: Everett Public Schools	Applicant: Susan McCoard TEST
Assigned To: User - Susan McCoard	Job ID: 713 - TEST Kindergarten (Do not apply) ...
Show History	
Remove Applicants or Employees	
Please answer the questions below.	
Certificated New Hire Recommendation Form	
FTE or Hours/Day	1.0
Interview Team Members Use box below to list additional members if more than 6	Candidates Interviewed Use box below to list additional applicants if more than 6
Cobbs	Buffy
Kelley	Dean
Overly	Sam
Farias	Susan
Susan McCoard	
Candidate Recommending: Susan McCoard TEST	
Reasons for Recommendation	Reasons
1.	Reason 1
2.	Reason 2
3.	Reason 3
4.	
5.	
Principals / Supervisor's Signature	
Signed: Susan McCoard Stamped: Thu Dec 06 2018 09:35:24 GMT-0800 (Pacific Standard Time); 12/6/2018 11:35:24 AM; 2018-12-06 17:35:24Z; 169.212.224.110; User - smccoard - smccoard@everettsd.org	
Please indicate the following: Screening tally sheet completed on Recruiting and Hiring or uploaded, Interview tally sheet completed on Recruiting and Hiring or uploaded, Telephone references digitally entered in Recruiting and Hiring or uploaded, Completed Confidentiality and Ethics form for any non-administrative employees on the interview team	
Upload interview questions and schedule here: 6.png Added: 12/6/2018 11:34:00 AM view	
Add a File	

HR Checklist	
Administrative Position Type	
Certificated Position Type	Kindergarten Teacher
Certification	Yes
Valid Certificate / Permit	
HR Supervisor Notes	Excellent candidate!
HR Supervisor Signature	Please sign to confirm. Select deny if not approved.
Signed: Susan McCoard Stamped: Thu Dec 06 2018 09:44:37 GMT-0800 (Pacific Standard Time); 12/6/2018 11:44:38 AM; 2018-12-06 17:44:38Z; 169.212.224.110; User - smccoard - smccoard@everettsd.org	
Susan McCoard TEST has: <input type="radio"/> Accepted the position <input type="radio"/> Declined the position	
Select deny if the applicant declines and sign your name to confirm.s <input type="text"/> Click to Digitally Sign	
Susan McCoard TEST Desired Start Date <input type="text"/>	
Save as Draft Approve Deny	

- Step 5 - Employment Specialist Finalizes Hiring Rec

Either Linda or Shawnacy receive the final form with data only required to print and send to Certification and Compensation for processing.

CERTIFICATED NEW Hire Recommendation Form	
Organization: Everett Public Schools	Applicant: <u>Susan McCoard TEST</u>
Assigned To: User - smccoord	Job ID: 713 - TEST Kindergarten (Do not appy) ...
Show History Remove Applicants or Employees	
Please answer the questions below.	
Certificated New Hire Recommendation Form	
FTE or Hours/Day	1.0
Candidate Recommending: Susan McCoard TEST	
Business + Job Number	18-1234
Administrative Position Type	
Certificated Position Type	Kindergarten Teacher
Certification	Yes
Valid Certificate / Permit	
Fingerprints	No
Current employee or substitute?	
Fingerprints needed per OSPI	
Fingerprints on file with OSPI?	Yes
OSPI date	10/15/2018
WSP date	10/07/2018
FBI date	07/23/2018
Does the applicant have a valid WA State Teaching Certificate?	Yes
Indicate why below.	
Susan McCoard TEST Desired Start Date	12/17/2018
Gender	Female ▼
Former Substitute:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Former Employee: (within last 2 years)	<input type="radio"/> Yes <input checked="" type="radio"/> No
Documents sent to Records!	
Signed: Susan McCoard Stamped: Thu Dec 06 2018 09:50:18 GMT-0800 (Pacific Standard Time); 12/6/2018 11:50:19 AM; 2018-12-06 17:50:19Z; 168.212.224.110; User - smccoord - smccoord@everettsd.org	

• Step 6 – Email to New Hire

Welcome to Everett Public Schools!

You have been hired as a TEST Kindergarten (Do not apply) at Madison Elementary!

Thinking about your first day can be exciting, but let's get the paperwork out of the way first. There are some important requirements we need you to be sure you submit to our office **before** you start working. We want you to be able to focus on your job and/or your students right away.

- Please stop by our district office and pick up a Fingerprint Card and receive background check instructions
- Please view and complete the Getting Ready for Your First Paycheck form here: [EPS Getting Ready for Your First Paycheck](#)
- Please begin the federal I-9 form and bring it into Human Resources with your Social Security Card and current Driver's License for completion and verification. <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-103410/I-9.pdf>
- Please complete the DRS Retirement Status verification form and submit to Human Resources <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-103412/RetirementStatusForm.pdf>
- You will need to review the documents here regarding all our HR systems including SafeSchools trainings, SmartFind absence reporting and Professional Growth <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-103461/HR%20systems%20packet%202018.pdf>
- And finally, please print out this Sexual Misconduct form, fill out your portion and submit copies to HR for each public school district in Washington State wherein you were employed <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-103411/WA%20State%20F1588.doc>

If you have further questions, please contact us at employmentsrv@everettsd.org or call 425-385-4100

Thank you!

How much tax are we taking out?

Submit your tax information for the IRS Form W-4 online through the district's employee portal at <https://employeeonline.everett.k12.wa.us/ifas7/emponline>

NOTE: You will need your Employee ID number and password - social security number (no dashes) - to log into the portal. Per IRS regulations, if no entry has been received before your first paycheck, you will be defaulted to single and zero withholding allowances.

How will you be paid?

Designate your banking institution and account number to which we are routing your direct deposit payment. This information is also collected through the district's employee portal at <https://employeeonline.everett.k12.wa.us/ifas7/emponline>

NOTE: You will need your Employee ID number and password - social security number (no dashes) - to log into the portal

When will you be paid?

Everett Public Schools pays our employees once per month, on the last work day of each month. This will be the day that your direct deposit is posted to your bank account. Any timesheet pay, recorded separately from contracted pay, is paid on a monthly cycle which can be referenced on the district's Payroll Calendar at <http://www.everettsd.org/page/16731>. Employees hired after the 15th day in any given month, will receive their first paycheck at the end of the following month.

How much will you be paid?

You'll need to refer to your employee notice, employment contract and/or Collective Bargaining Agreement for those details! And be sure to review details about any additional pay and leave provisions. Taking care of the payroll items above will ensure you get all that you've earned without delay.

The payroll office welcomes your questions in person or with a phone call to (425) 385-4160.

Please type your name below to confirm you've read the above information!

Click to Digitally Sign

- How to determine which stage?

You will find the form under the applicant's profile in Frontline: Recruiting and Hiring under the FORMS list.
If at any time a form is denied, the form will end and will not proceed further.



CERTIFICATED NEW Hire Recommendation Form

Created by: Susan McCoard

Assigned to: Applicant - Susan McCoard TEST

Job Posting: 713

Location: Madison Elementary

Position: TEST Kindergarten (Do not apply)

Incomplete / Started On: 11/29/2018

Step #1

Step #2 - HR Approves Applicant

Step #3 - HR Supervisor Signature

Step #4 - Candidate Accepts

Step #5 - HR processes employment

Step #6