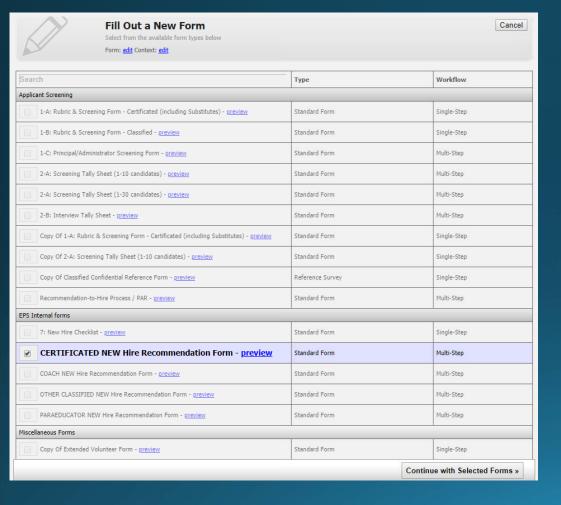
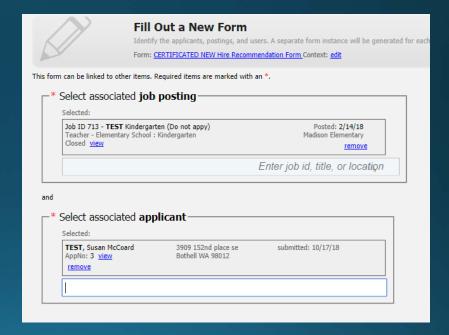
Hiring Recommendation Form Demo

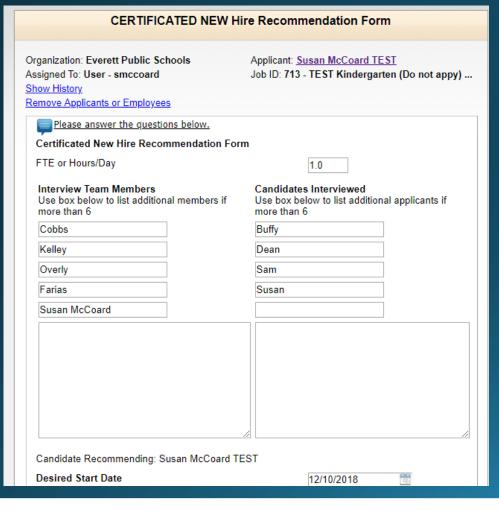
Certificated New Hire

• Step 1 – Hiring Administrator Begins



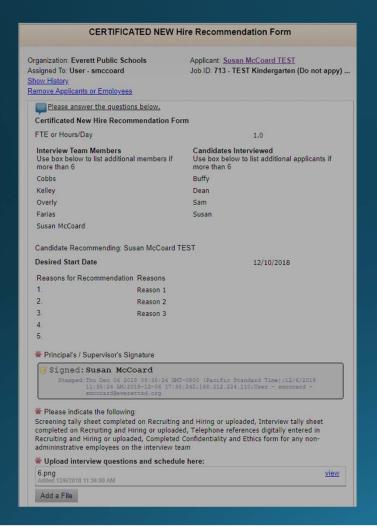


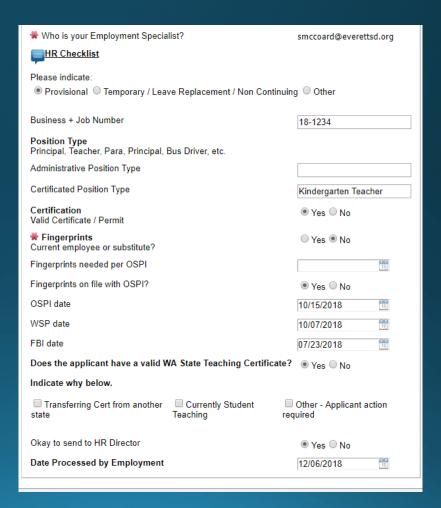
• Step 1 – Hiring Administrator Begins



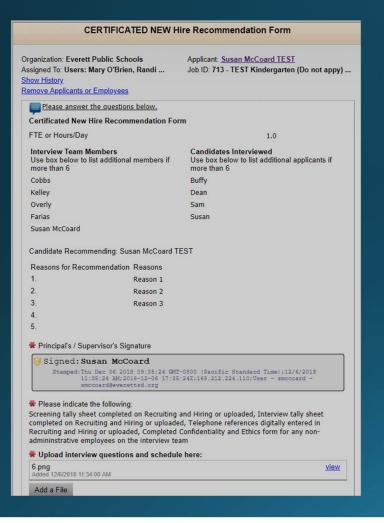
Reasons for Recommendation	Reasons		
1.	Reason 1		
2.	Reason 2		
3.	Reason 3		
4.			
5.			
₩ Principal's / Supervisor's Signature			
	Click to Digitally Sign		
 ♣ Please indicate the following: ☑ Screening tally sheet completed on Recruiting and Hiring or uploaded ☑ Interview tally sheet completed on Recruiting and Hiring or uploaded ☑ Telephone references digitally entered in Recruiting and Hiring or uploaded ☑ Completed Confidentiality and Ethics form for any non-admininstrative 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? Linda Conti ▼			
Save as D	raft	Submit Form	

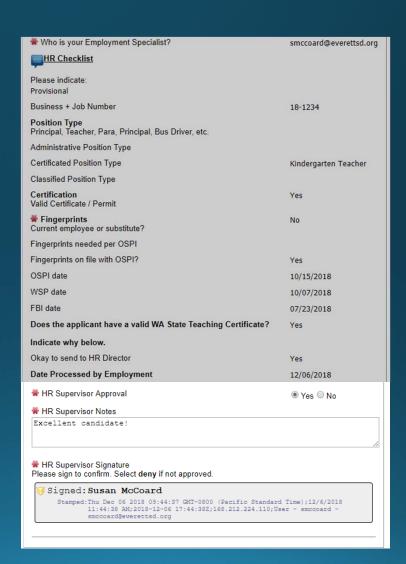
Step 2 – Employment Specialist Approves Applicant





Step 3 – HR Director Approval





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 appy) 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

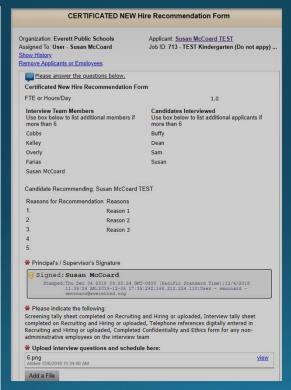
When we receive notice that the offer is accepted, the candidate's file will be forwarded to Certification and Compensation for processing, who will then provide the employee with a welcome packet, detailing next steps to be taken. Be sure to advise the candidate that all required hiring paperwork must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

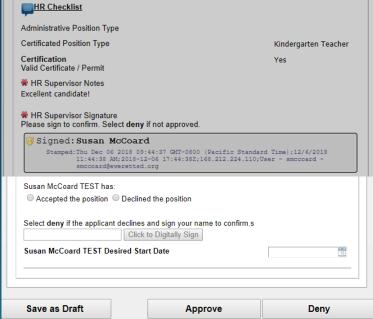
And finally, please be sure to let candidates interviewed but not recommended know that a selection has been made.

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

CERTIFICATED NEW Hire Recommendation Form

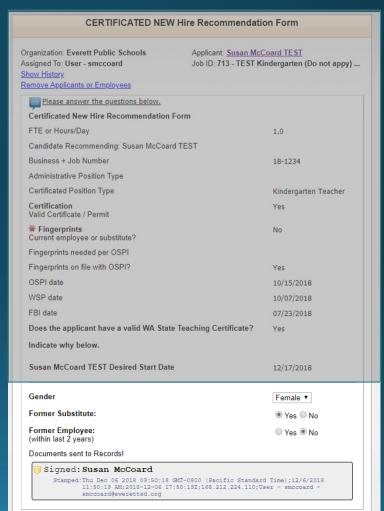
Thank you, Human Resources





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.



Step 6 – Email to New Hire

Welcome to Everett Public Schools!

You have been hired as a TEST Kindergarten (Do not appy) 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: <u>EPS Getting Ready for Your First Paycheck</u>
- 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 employmentsry@everettsd.org or call 425-385-4100

Thank you!

How much tax are we taking out?

<u>Submit your tax information for the IRS Form W-4 online</u> 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?

<u>Designate your banking institution and account number</u> 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 appy)

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