Applicant Hiring Process Map

Applicant has been extended a Job Offer

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Applicant receives hiring requirements document. Applicant then completes NEO and Applicant Security Check (within NEO). (If cleared, hiring process continues)

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Applicant submits new hire documentation requirements, including certification requirements (if applicable).

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Applicant receives Conditional Job Offer letter.

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Applicant takes Job Offer Letter with them to get the Fingerprint, Drug Screen and PDT Test (if applicable).

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Applicant returns the Signed/Stamped Job Offer Letter to HR.

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HR will notify applicant once screening results are verified. Applicant then comes to the District to complete the I-9 Forms, provides supporting documents and picks up the badge.

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HR will notify the school/department of the first day the applicant is eligible to begin working.

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School will notify the applicant of the official start date.

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Hired and Authorized to Work