Hiring Process

Tool | **Applicants** | **Communication**

PRE-SCREENING

EXTERNAL CANDIDATES
(Outside Candidates, Substitutes and Student Teachers)

INTERNAL CANDIDATES
(Current Employees)

Complete Online Application - Click Here

Out of content areas need to be posted and hiring process completed; no internal transfers without this step

APPLICATION AND RESUME

Student Teachers and Substitutes
Notify Building Administrator of Application

INTERVIEW 1

Selected Candidates Advance to Interview 1

Complete Internal Application - Click Here
(Use current or create a new profile using @platteco email)

All qualified internal candidates must be interviewed

INTERVIEW 1 AND REFERENCES

Internal References Gathered

CURRENT SUPERVISOR
Communication sent to internal candidates continuing/not continuing with process

SECOND INTERVIEW/EVENT

Top-Ranked Candidates Advance to Comprehensive Interview. AD Participation for Secondary Positions

CURRENT SUPERVISOR
Communication sent to internal candidates continuing/not continuing with process

SECOND INTERVIEW AND/ OR PERFORMANCE EVENT

Top-Ranked Classified Candidates Remain in Applicant Pool

Top-Ranked Certified Candidates Advance to Performance Event and Remain in Applicant Pool

INTERVIEWING SUPERVISOR
Communicate with internal candidates current supervisor to discuss your interest

Contact & Document References pursuant to 162.068

Phone Reference Check with Current Supervisor

SELECTION

HUMAN RESOURCES
Make job offer and share with current and/or interviewing supervisor

HR checks background w/DESE prior to final interview

Finalists sent to Human Resources for Selection

POSITION SUPERVISOR
Communication with Candidates Not Selected