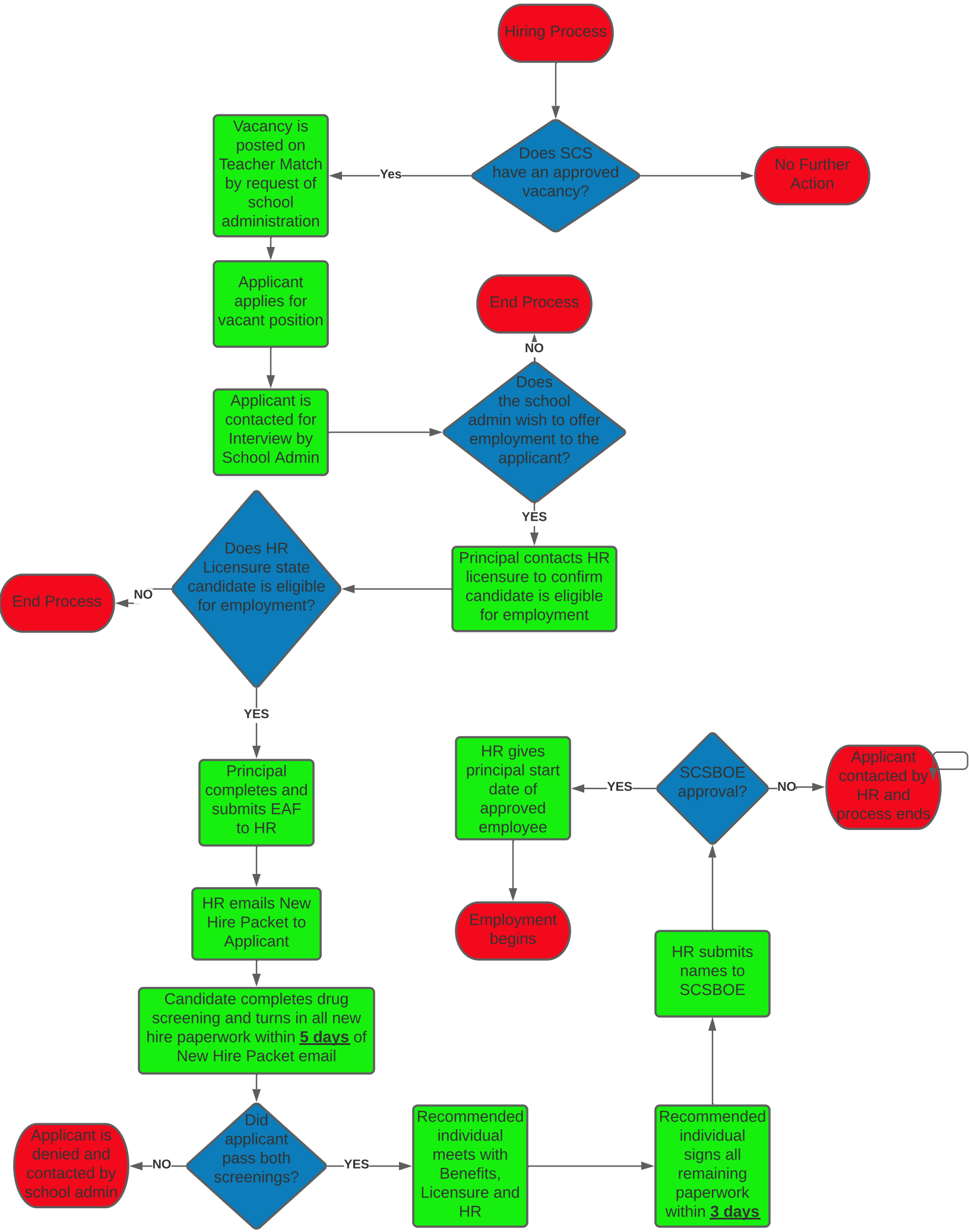
Hiring Process
Does SCS have an approved vacancy?
Yes
No Further Action
Vacancy is posted on Teacher Match by request of school administration
Applicant applies for vacant position
Applicant is contacted for Interview by School Admin
Does the school admin wish to offer employment to the applicant?
NO
End Process
YES
Principal contacts HR licensure to confirm candidate is eligible for employment
Does HR Licensure state candidate is eligible for employment?
NO
End Process
YES
Principal completes and submits EAF to HR
HR emails New Hire Packet to Applicant
Candidate completes drug screening and turns in all new hire paperwork within 5 days of New Hire Packet email
Did applicant pass both screenings?
NO
Applicant is denied and contacted by school admin
YES
Recommended individual meets with Benefits, Licensure and HR
Recommended individual signs all remaining paperwork within 3 days
HR submits names to SCSBOE
SCSBOE approval?
NO
Applicant contacted by HR and process ends
YES
HR gives principal start date of approved employee
Employment begins