



## **RECOMMENDATION FOR EMPLOYMENT NEW HIRE OF CLASSIFIED STAFF WORK INSTRUCTIONS (CLS-W004)**

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

**WORK INSTRUCTION:** The workflow of the recommendation, associated forms and/or application for a new hire and entered into CMCSS' TalentEd Recruit and Hire program.

1. Review paperwork received to verify that all required components have been submitted.
  - a. Electronic Recommendation for Hire
    - This generates the notification to HR to begin hire.
  - b. Contact Report(s) (i.e., phone reference check)
2. Upon receipt of recommendation to hire notification, Classified Rep. for Apps & Transfers will remove the posting from the transfer portal & ensure all on-time requests were offered an interview.
3. Classified Rep. for Apps & Transfers will also remove the vacancy from TalentEd Recruit and Hire (i.e., external job board found at [www.cmcss.net/employment](http://www.cmcss.net/employment)).
  - a. If all positions under that listing have been filled, Rep. will also update applicant statuses accordingly.
4. If there are any concerns, rep. will submit the recommendation and contact report to the Director of Classified Employment or designee for approval.
  - a. Once approved by the Director of Classified Employment or designee, the Recommendation to Hire is returned to the Classified Rep. for Applications & Transfers to continue processing.
5. Classified Rep. for Apps & Transfers will provide recommendation to Administrative Assistant for HR to run the DCS verification, Sexual Offender and Abuse Registry checks.
  - a. In Admin Assistant's absence, Classified Rep. for Apps & Transfers will run these checks.
6. Admin Assistant will email applicant registration instructions to schedule TBI/FBI background check when registries are clear
7. In Admin Assistant's absence, Classified Rep. for Applications and Transfers will send fingerprint instructions.
8. Upon being considered eligible from the background check, applicant will be offered employment by phone by the Classified Employment Representative, and the Rep. will set up an in-processing appointment for the position. The Rep. will request an effective start date from the principal/supervisor if it was not listed on the recommendation to hire.



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If applicant indicates they are no longer interested in employment, or they are not eligible for employment, make note, update application status accordingly, and file the applicant's recommendation packet. Repost in TalentEd and Transfer Portal.

**ASSOCIATED DOCUMENTS**

Recommendation for Employment ([HUM-F003](#))

HR Contact Report

Departmental Procedures [HUM-P001](#), [HUM-P002](#) and [HUM-P003](#)

Approved Application

**\* \* \* E n d   o f   I n s t r u c t i o n \* \* \***