



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 documents have been returned.
 - a. Electronic Recommendation for Hire Notification
 - b. Contact Report(s) (i.e., phone reference check)
2. If an effective date was not given on the recommendation, send an e-mail to the principal or principals requesting this date so that you may process this request.
3. If a person has been recommended for employment, remove the pending vacancy notice from the transfer portal
4. Remove the vacancy from the CMCSS website through **TalentEd Recruit and Hire** (i.e., external job board found at www.cmcss.net/employment)
 - 4.1 Type in <https://cmcss.tedk12.com/sso/Account/Login> into your browser and click return.
 - 4.2 View Active Positions, click edit, and change posting status to "Filled".
5. If there are any concerns, associate will submit the recommendation and contact report to the Human Resources Coordinator or designee for approval.
 - a. Once approved by the Director of Classified Employment or designee, the Recommendation for Employment is returned to the Classified Employment Representative-Applications & Transfers for processing.
6. Verify that the DCS verification, Sexual Offender and Abuse Registry has been done.
7. Email applicant registration instructions to schedule TBI/FBI background check.
8. Upon eligible background, applicant will be offered employment by phone by the Classified Employment Representative and set up appointment for in-processing of this position.
9. 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.



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10. When applicant onboards, associate will mark the applicant's online application(s) as hired in TalentEd Recruit and Hire.

ASSOCIATED DOCUMENTS

Recommendation for Employment ([HUM-F003](#))
HR Contact Report
Departmental Procedures [HUM-P001](#), [HUM-P002](#) and [HUM-P003](#)
Approved Application

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