



CLASSIFIED HIRING PROCEDURE (HUM-P002)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for filling a vacant classified position.

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

2.0 RESPONSIBILITY:

- 2.1 Human Resources Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Classified Employment
- 3.2 Director of Certified Employment
- 3.3 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 CHRO: Chief Human Resources Officer
- 4.2 HR: Human Resources

5.0 PROCEDURE:

- 5.1 Supervisors/Principals submit requisition form through TalentEd Recruit and Hire in order for the Human Resources (HR) Department to fill vacant position.
- 5.2 HR Staff verifies validity of vacancy and Director of Classified Employment approves requisition form authorizing the electronic posting of said position.
- 5.3 Classified employees desiring a transfer, who have completed their six-month review period and met application requirements (i.e. education), may apply and will receive priority consideration. Supervisors receive email notification from the transfer portal to arrange interviews.
- 5.4 Supervisor/Principal accepts transfer through ClassLink portal; this will prompt a notification to HR for processing.
 - 5.4.1 If a transfer candidate is not selected the supervisor will close (deny) the transfer request in ClassLink, then look for additional candidates from the qualified/approved pool (**TalentEd Recruit and Hire**) for interview.
- 5.5 Supervisor/Principal interviews candidates and makes a recommendation to the Director of Classified Employment Coordinator or designee.
 - 5.5.1 Supervisor/Principals complete a telephone reference check with the current supervisor (most recent if not presently employed) and completes electronic contact report through **TalentEd Recruit and Hire**. Must interview at least three applicants & review electronic references. Phone check must be completed before recommending applicant for hire. The Recommendation for Employment is also completed electronically and an email notification is sent to the Classified Representative for Applications & Transfers for review.



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- 5.6 Classified Representative for Applications & Transfers reviews recommendation, phone reference, results, etc. - if everything is in order, associate proceeds to registry checks & fingerprinting. If additional review & approval is needed, HR associate provides to Director of Classified Employment to authorize the hire of the applicant.
- 5.7 Applicant is contacted and appointment is arranged for fingerprinting for the background check.
- 5.8 If background results come back with no indications, HR Staff contacts the applicant and verbally offers employment.
 - 5.8.1 If background check results come back with indications, proper documentation is provided to the CHRO by the applicant for review and approval.
- 5.9 HR staff schedules in-processing (ref. [HUM-P003](#)).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Electronic posting (TalentED Recruit and Hire)
- 6.2 Recommendation for Employment (TalentEd Recruit and Hire (external) or [HUM-F003](#) (internal))
- 6.3 Request for Transfer – Employee Transfer Portal (Located in Classlink)
- 6.4 Contact Report (TalentEd Recruit and Hire)
- 6.5 Background Verification Procedure ([HUM-P016](#))
- 6.6 New Hire In-Processing ([HUM-P003](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Recommendation form, Request for Transfer forms, Contact Report and letter	Hard Drive/Docuphase	Perpetual	Permanent	Back to Server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/10/03		Initial Release
3/17/03	A	Change 14 days to ten work days in 5.12, revise flowchart
4/12/07	B	Clarify when only certified personnel is involved, add new 5.6.1, previous 5.6.1 is 5.7, renumber, change ten working days to 14 working days in 5.12, revise flowchart
3/22/13	C	Restructure Procedure to apply only to Classified Staff Vacancies.



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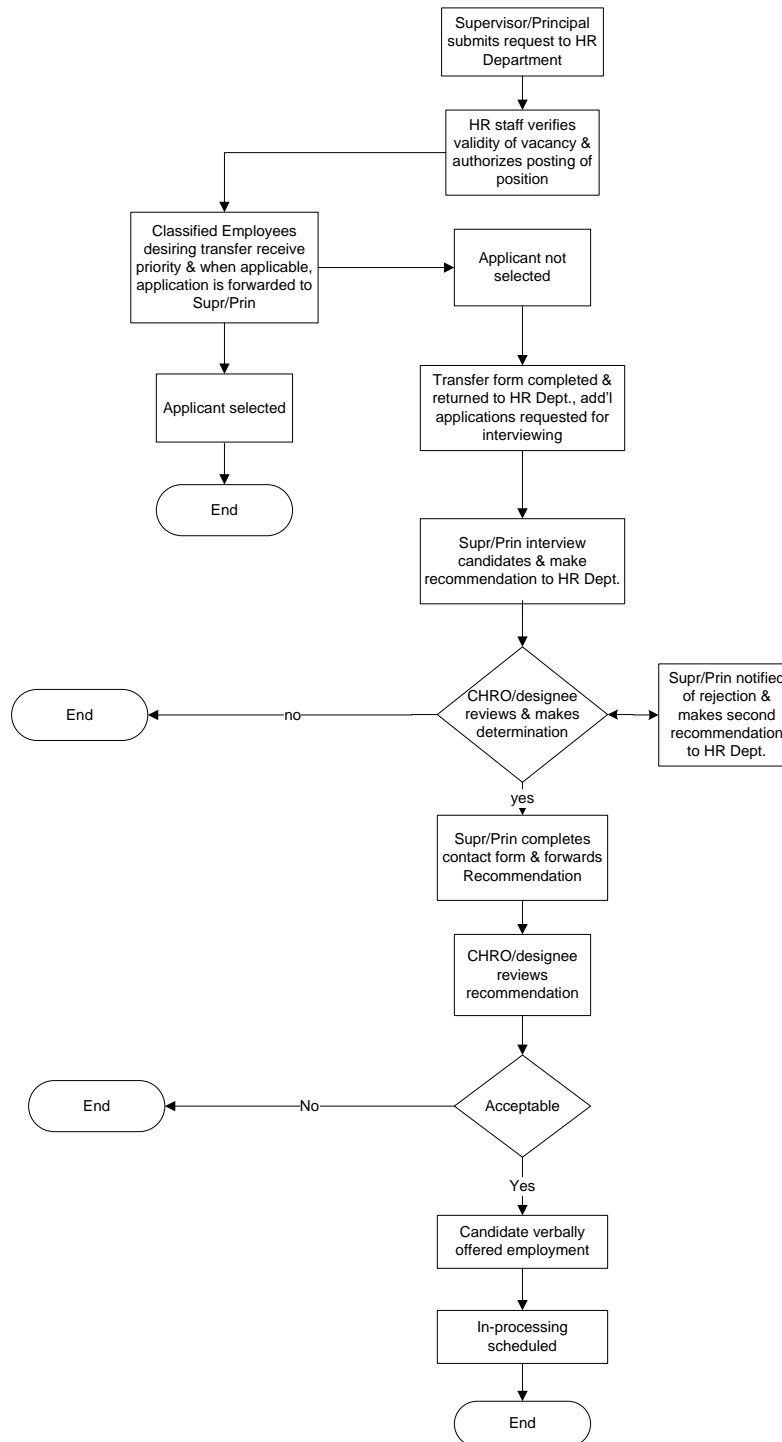
6/11/14	D	Add Director of Educator Quality to Approval Authority
1/9/17	E	Updated 3.2, 5.2, 5.3, 5.4, 5.6, and 5.8.
12/6/17	F	Changed "Applitrack" to "TalentEd Recruit and Hire" throughout. Added Classified Employment and Substitute Coordinator as approval authority where applicable.
10/24/18	G	5.1, replaced "vacancy notification form" with "requisition form through TalentEd Recruit and Hire". 5.2, removed CHRO; replaced "signs" with "approves requisition". Replaced Classified Employment and Substitute Coordinator with Human Resources Coordinator throughout procedure.
9/30/19	H	Titles updated throughout. Updates to 5.5.1.
8/11/20	I	Updates made to 5.3, 5.4, 5.5.1, , 5.9, 6.1, 6.2, 6.4 Updates made to the Record Retention Table under Storage, Retention, Disposition, and Protection
6/14/22	J	Made changes throughout to reflect the move to the new Transfer Request Portal.
6/23/23	K	Updated totals throughout the document.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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*** End of Procedure ***