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## **CERTIFIED HIRING PROCEDURE (HUM-P024)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for filling a vacant certified 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 Certified Employment

### **4.0 DEFINITIONS:**

- 4.1 CMCSS-Clarksville-Montgomery County School System
- 4.2 DEQ – Director of Educator Quality
- 4.3 HR – Human Resources

### **5.0 PROCEDURE:**

- 5.1 Principals submit request (Requisition via TalentEd) to the Human Resources Department to fill a vacant position.
- 5.2 Director of Certified Employment or designee approves requisition authorizing the posting of the position.
- 5.3 Principals review transfer requests if applicable. (HUM-P021)
- 5.4 Principal chooses applicants from the qualified and approved applicant pool and conducts site based interviews. A minimum of 3 candidates must be interviewed for each position.
- 5.5 In order to recommend an applicant for employment, principals are required to complete the following forms in the applicant tracking system:
  - 5.5.1 Contact Report (Interviewed, Not Selected) for each candidate interviewed and not selected for hire.
  - 5.5.2 The principal notifies the candidate of his / her intent to recommend employment.
  - 5.5.3 Contact Report/Phone Reference (a minimum of two reference checks is required) for the candidate selected for hire.
  - 5.5.4 Recommendation to Hire
- 5.6 Automated email is generated through applicant tracking system to HR.
  - 5.6.1 Certified Human Resources Associate reviews Recommendation to Hire form for accuracy.
  - 5.6.2 Director of Certified Employment approves or denies the recommendation.



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5.7 Certified Representative contacts the candidate to schedule onboarding.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Posting
- 6.2 Certified Voluntary Transfer Procedure ([HUM-P021](#))
- 6.3 Applicant tracking system forms:
  - 6.3.1 Requisition
  - 6.3.2 Contact Report (Interviewed, Not Selected)
  - 6.3.3 Contact Report/Phone Reference
  - 6.3.4 Recommendation to Hire

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisitions, applicant tracking system forms	Human Resources file room	Indefinitely	N/A	Secured building

### **8.0 REVISION HISTORY:**

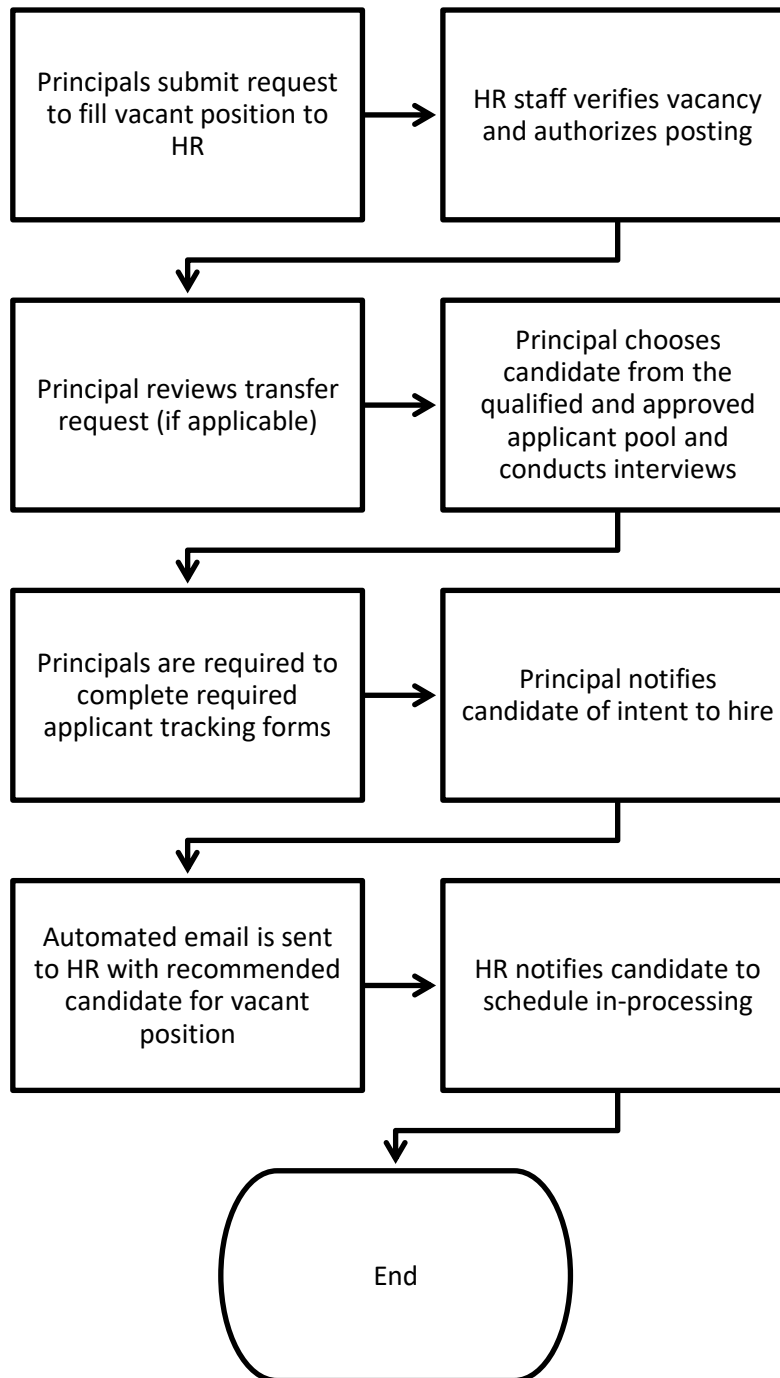
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/21/13	IR	
1/9/17	A	Updated 5.5 and 5.6.
10/13/17	B	Updates made throughout due to new recruit and hire system.
8/21/18	C	7.0, replaced "notification of vacancy" with "requisitions". Updated hyperlink to HUM-P021.
5/27/22	D	Move when to contact candidate that has been selected for position in sections 5.5 and 5.6. Update terms and flow chart.
3/15/24	E	Updated title to Director of Certified Employment and TalentEd.

### **9.0 FLOWCHART:**

- 9.1 A flowchart detailing this process can be found below.

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\*\*\* End of Procedure \*\*\*