



Human Resource Services

Application Process: What Happens Next?

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- When a position becomes **vacant**, Human Resource Services will **post** the position on the Human Resources Internet web page.
- If **typing or software testing** is indicated on the posting for Confidential, Supervisory, or Classified positions, it is the applicant's responsibility to contact the Testing Center at (916) 643-7455 or (916) 643-7456 to schedule an appointment to test, preferably before the position has closed.
- Once a posted position has **closed**, the appropriate Human Resource Services Analyst or Administrative Assistant to the Chief Human Resources Officer will **screen** the applications.
- Human Resource Services will **refer qualified candidates for an interview**.

Management Positions

Fax the following documents to the Administrative Assistant to the Chief Human Resources Officer (Fax: 916 643-9453) after you have filled out an on-line application and applied for a position(s):

- Letter of interest.
- Updated resume.
- Copies of three current letters of reference.
- Credentials from California Commission on Teacher Credentialing, as appropriate.

Confidential and Non-Represented Supervisor Positions

If you are contacted for an interview, the Administrative Assistant to the Chief Human Resources Officer will ask you to fax (916 643-9453) the following documents:

- Letter of interest.
- Updated resume.
- Copies of three current letters of reference.

Certificated Positions

The appropriate Human Resource Services Analyst will forward names of referred candidates to the site principal/administrator to interview. If you are contacted by the site for an interview, you will be asked to bring the following documents to the interview:

- Copies of three letters of reference.
- Copy of college/university transcripts with degrees posted.
- Credentials from California Commission on Teacher Credentialing for Certificated positions.

Classified Positions

The appropriate Human Resource Services Analyst will forward names of referred candidates to the site principal/administrator to interview. If you are contacted by the site for an interview, you will be asked to bring the following documents to the interview:

- Updated resume.
- Copies of three letters of reference.
- Copy of college/university transcripts with degrees posted.
- The Interview/Rating/Recommendation Packet is returned to Human Resource Services.

Substitute Positions

- Human Resource Services will **post** the substitute position on the Internet.
- If **typing or software testing** is indicated on the substitute posting, it is the applicant's responsibility to contact the Testing Center at (916) 643-7455 or (916) 643-7456 to schedule an appointment to test, preferably before the position has closed.
- Contact the Substitute Office at **(916) 643-9493** to follow-up on your application and submit additional documentation.
- Once a posted substitute position has **closed**, the Substitute Office will **screen** the applications.
- Human Resource Services will **refer qualified candidates for an interview**.

Offers of Employment

- Human Resource Services **offers employment** to recommended candidate and notifies candidate to complete the pre-employment requirements/paper processing.
- Once pre-employment processing is completed, then Human Resource Services authorizes a start date. For Management, Confidential, and Non-Represented Supervisor positions, the start date is determined by site principal/administrator.