
CERTIFICATED RECRUITMENT FAIRE (PSL-P008B)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the Personnel Analyst role in preparing a Certificated Recruitment Faire.

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

2.0 RESPONSIBILITY:

- 2.1 Personnel Analyst

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

- 3.2 Associate Superintendent, Human Resources Services

4.0 DEFINITIONS:

- 4.1 HRS—Human Resources Services.
4.2 District Certificated Contract—Sacramento City Teachers Association (SCTA).
4.3 BMI—BMI Imaging System is a company of Online Technology Group (OTG).
4.4 SearchSoft—On-line applicant tracking system.

5.0 PROCEDURE:

- 5.1 HRS administrator will determine if a Certificated Recruitment Faire will take place.
5.2 Recruitment Faire committee is formed, and a determination is made when and where the Recruitment Faire will take place.
5.3 Personnel Analyst will receive applications from certificated applicant pool.
5.4 Provide a candidate waiting room to assist in answering any questions from applicant pool during the Recruitment Faire.
5.5 Refer successful candidates for available vacancies.
5.6 Offer certificated contracts (when applicable).

5.7 ASSOCIATED DOCUMENTS:

- 5.8 District certificated contracts. (PSL-F045 thru F048)
5.9 Literature regarding our school district.

6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificated application if not hired	HRS File Drawer	3-6 months	Discard as desired	SearchSoft
Certificated application if hired	HRS File Drawer	Indefinite	Discard as desired	BMI

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7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/04	A	Initial Release
10/08/07	B	Approval Authority department name change

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