
VERIFY ELIGIBILITY FOR VACANCY POSTINGS (PSL-P085)

Sacramento City Unified School District

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

1. SCOPE:

1.1. Verify Eligibility for Vacancy Postings

2. RESPONSIBILITY:

2.1. Credential Specialist

3. APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

Signature

Date

3.2. Credential Specialist

4. DEFINITIONS:

4.1. SCTA – Sacramento City Teachers Association (certificated)

4.2. CCTC – Commission on Teacher Credentialing

4.3. ESCAPE – Employee Personnel Data System

4.4. SearchSoft – On-Line Applicant Tracking System

4.5. HRS—Human Resource Services

4.6. Analyst—Personnel Analyst

5. PROCEDURE:

5.1. Print list by Vacancy Number from SearchSoft; listing all applicants who applied.

5.2. Verify the list by screening the applicants (see PSL-W046.)

5.3. Return to Analyst of the appropriate Learning Support Unit.

6. ASSOCIATED DOCUMENTS:

6.1. SearchSoft list

7. RECORDS RETENTION TABLE

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SearchSoft List	Personnel Analyst	None	Discard as Desired	Access limited to HRS

8. REVISION HISTORY

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision</u>
12/03/04	A	Initial Release
01/19/05	B	Modified
10/08/07	C	Approval Authority department name change Addition to Approval Authority