
VERIFYING APPLICANTS IDENTIFICATION
(QWIZ SKILL TESTING SCORES) (PSL-W003)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 Working Instruction to verify applicant's identification for clerical testing.

2.0 RESPONSIBILITY:

- 2.1 Customer Service Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

4.0 DEFINITIONS:

- 4.1 QWIZ skill testing document - Form in which name and scores are recorded.
- 4.2 HRS—Human Resource Services

5.0 WORK INSTRUCTIONS:

- 5.1 The applicant will go to the Customer Service Specialist located at the HRS counter to check in.
- 5.2 Customer Service Specialist will ask applicant for identification and check-off on the HRS Qwiz skill testing document.
- 5.3 Acceptable forms of identification is California Drivers license, passport, and school identification badge or immigration card.
- 5.4 Return identification to applicant.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 QWIZ Skill Testing Score document (PSL-F029)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
QWIZ Skill Testing document	HRS Office	none	None	None

8.0 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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