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**CLASSIFIED HIRING PROCESS (PSL-W019)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This Working Instruction discusses the process used to refer and hire classified applicants to interview at sites for the Sacramento City Unified School District.

**2.0 RESPONSIBILITY:**

- 2.1 Personnel Analyst

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resource Services

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 SEIU – Service Employees International Union (Classified.)
- 4.2 Teamsters – School plant operations manager (SPOM.)
- 4.3 Referrals – Classified applicants that are screened in for applied positions based on test scores, experience, education requirements and SEIU contract.
- 4.4 SearchSoft – On-line applicant tracking system.
- 4.5 Analyst—Personnel Analyst.
- 4.6 PT—Personnel Technician I.
- 4.7 TOE—Terms of Employment.
- 4.8 CSA—Classified Supervisors Association.

**5.0 WORK INSTRUCTIONS:**

- 5.1 Applications are screened from Searchsoft applicant tracking based on board approved job descriptions and test score requirements.
- 5.2 Analyst and/or PT prints list from SearchSoft:
  - 5.2.1 Go to Intranet icon and click on “SearchSoft for Hiring Managers.”
  - 5.2.2 Type in user name and password.
  - 5.2.3 Click on “Jobs.”
  - 5.2.4 Select vacancy number.
  - 5.2.5 Select “Interested Applicants.”
  - 5.2.6 Print list by clicking on “Print” icon.
- 5.3 Identify in-district applicants and seniority dates.
- 5.4 Refer to SEIU contract Article 13, Promotional/Transfers/Selection Procedures to determine of the qualified applicants who is eligible to be sent out to be interviewed.

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- 5.5 A list is made up of the qualified applicants and the list and interview packet is sent to site administrator.
- 5.6 Site administrator interviews, selects and forwards their recommendation to the Analyst.
- 5.7 Job offer is made by the Analyst or PT including TOE.
- 5.8 Employment procedures are explained to new hire, i.e. Fingerprinting, TB test, lift test by the Analyst or the PT. (see PSL-P041)
- 5.9 Position may be reposted if there are no qualified applicants or if no selection is made from the interview process.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 SearchSoft applicant listing
- 6.2 List of applicants that qualify
- 6.3 Document with recommended applicant for position
- 6.4 SEIU, TEAMSTERS, CSA contract
- 6.5 Classified Bargaining Unit Employee TOE: New Hires and Promotions (PSL-F042)

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Referral listing	Position folders	3 years	Discard as desired	Secured area

### 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 Responsibility; Title change (Office Technician III to Personnel Tech. I)

**\*\*\* End of procedure \*\*\***