

---

CERTIFICATED REFERRALS (PSL-W030)  
Sacramento City Unified School District

---

**1.0 SCOPE:**

- 1.1 This working instruction is used to refer certificated 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 SCTA – Sacramento City Teachers Association (Certificated.)
- 4.2 Analyst—Personnel Analyst.
- 4.3 Referrals – Certificated applicants that are qualified based on SCTA contract, credentials, experience and given to site administrators to schedule interviews.
- 4.4 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.5 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
- 4.6 Positions—Vacancy Requisition/Position Vacancy Request/Posting Request.
- 4.7 Iron Mountain—Storage facility that warehouses the Human Resource Services personnel records.
- 4.8 Warehouse--Location of very old personnel files.
- 4.9 SearchSoft—On-line applicant tracking system where an applicant list is derived.
- 4.10 PTI—Personnel Technician I who post the positions and works closely with the Analyst.
- 4.11 Site Administrator—Department or School Site that has the vacancy/position that is open.

**5.0 PROCEDURE:**

- 5.1 Certificated applicants apply for positions that are posted (advertised) in SearchSoft applicant tracking system.
- 5.2 Certificated applicant list is downloaded from SearchSoft system by Analyst or Credential Specialist.
- 5.3 Applicants are checked for credential requirements by Credential Specialist and forwarded back to the Analyst. (See PSL-W046)
- 5.4 Analyst reviews applicant listing and selects names for site to interview based on SCTA contract, i.e., transfer article and credentials required.

---

CERTIFICATED REFERRALS (PSL-W030)  
Sacramento City Unified School District

---

- 5.5 Analyst may review applicants in ESCAPE system to verify seniority dates of current employees applying.
- 5.6 Analyst refers names of qualified applicants to site administrator along with appropriate hiring forms.
- 5.7 Selection is made by site administrator and forwarded to Analyst for job offer.
- 5.8 Position is offered to applicant by Analyst of PTI.
- 5.9 Site is informed if applicant accepts job offer or declines job offer.
- 5.10 If no applicants are qualified, or offer is declined reposting may be recommended by site or Analyst. (see PSL-W048)
- 5.11 Information is given to new hires regarding paperwork/employment process required. Start date will be determined by completion of employment process or transfer date amicable by both sites. (see PSL-P41)
- 5.12 If the employee that is hired is a past employee, then records from Iron Mountain and/or warehouse are requested. (See PSL-P038)

---

CERTIFICATED REFERRALS (PSL-W030)  
Sacramento City Unified School District

---

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 SearchSoft Applicant listing
- 6.2 SCTA Contract
- 6.3 Hiring Forms:
  - 6.3.1 Certificated Applicant Reference Check (PSL-F083)
  - 6.3.2 Certificated Interview Team Report and Recommendation (PSL-F084)

**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 by Personnel Analyst

**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 Title change (Office Technician III to Personnel Tech. I)

\* \* \* E n d o f p r o c e d u r e \* \* \*