
SCREENING CLASSIFIED APPLICANTS (PSL-W049)
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

- 1.1. Process by which we screen classified applicants to see if they are qualified for the job applied for.

2.0 RESPONSIBILITY:

- 2.1. Personnel Technician I

3.0 APPROVAL AUTHORITY:

- 3.1. Director of Human Resource Services

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

4.0 DEFINITIONS:

- 4.1. SearchSoft—On-line applicant tracking system.
- 4.2. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.3. NEO—New Employee Orientation Schedule.
- 4.4. HRS—Human Resource Services.
- 4.5. Job Description—describes and explains the position, responsibilities, and requirements.
- 4.6. SCUSD—Sacramento City Unified School District.
- 4.7. EEE—Employee Entrance Evaluation Candidate Authorization Form.
- 4.8. Analyst—Personnel Analyst.
- 4.9. PT—Personnel Technician.
- 4.10 SCUSD—Sacramento City Unified School District.

5.0 PROCEDURE:

- 5.1. Analyst and/or PT prints list of applicants from SearchSoft after position has closed.
- 5.2. Print Job Description from the SCUSD Internet.
- 5.3. Look up status of applicants from ESCAPE (Permanent, Sub, and Temp.)
 - 5.3.1. Log into the personnel module in Escape and select Access Methods.
 - 5.3.2. Select Person Locator and select the <Enter> key.
 - 5.3.3. Type in the employees name and/or social security number and select <F3> and select <Enter> key twice.
 - 5.3.4. Status of employee will show "Active" and/or "Terminated."
- 5.4. If testing is required, check the HRS database to see if the applicant has met the testing scores that are required. If applicant has not tested, screen out. (See PSL-P061)
- 5.5. Check each application for minimum requirements of Job Description and for complete application.

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- 5.6. Check the Review Before Rehire list (which is an HRS database) of the applicants that need to be reviewed before they are screened in as possible candidates to interview.
- 5.7. Send SearchSoft list of qualified applicants to site and/or department along with the appropriate hiring forms and SearchSoft Access. (See PSL-W022)
- 5.8. Once an applicant is selected by the site and/or department, all documents are submitted to HRS.
- 5.9. Analyst and/or PT will make an offer of employment.
- 5.10 Analyst and/or PT will prepare the pre-employment checklist, NEO and EEE (if applicable). (see PSL-W033)

6.0 ASSOCIATED DOCUMENTS:

- 6.1. List of applicants from SearchSoft.
- 6.2. Fingerprint packet (Live scan). (PSL-F050, PSL-F051)
- 6.3. Pre-Employment Checklist (PSL-F072):
 - 6.3.1. Processing packet may Include:
 - 5.3 Oath of Allegiance (PSL-F049)
 - 5.3 Fingerprint Requirements (PSL-F050, PSL-F051)
 - 5.3 Child Abuse Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F052)
 - 5.3 Emergency Data (PSL-F053)
 - 5.3 Ethnic Origin Questionnaire (PSL-F054)
 - 5.3 Retirement Questionnaire (PSL-F055)
 - 5.3 Sexual Harassment Reporting: Acknowledgement of Receipt and Agreement to Comply (PSL-F056)
 - 5.3 Workers' Compensation Reporting Requirements: Acknowledgement of Receipt and Agreement to Comply (PSL-F057)
 - 5.3 Certificate of Medical Examination of Applicants for First Employment in a California School District or County Superintendent of Schools Office (PSL-F058) (if applicable)
 - 5.3 Substitute Profile Sheet (PSL-F059) (if applicable)
 - 5.3 Newly Hired Certificated Personnel Acknowledgement: Education Code 44839(a) Requirements (PSL-F060) (if applicable)
 - 5.3 Authorization for Electronic Money Transfer (PSL-F086)
 - 5.3 Pre-Employment Checklist (Form/Card) (PSL-F072)
 - 5.3 EEE form (External Form) (if applicable)

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- 5.3 NEO form (PSL-F068)
- 5.3 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 5.3 Title IX Grievance Review Request (PSL-F088)

6.4. Job Description (located on the SCUSD internet).

6.5. Hiring Forms:

- 6.5.1. Classified Interview Form (PSL-F079)
- 6.5.2. Classified Summary Rating Sheet (PSL-F080)
- 6.5.3. Classified Interview Team Report and Recommendations (PSL-F081)
- 6.5.4. Classified Applicant Reference Check (Classified and Management) (PSL-F082)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
List of qualified applicants	Position folder in HRS	3 Years	Discard as Desired	File Cabinet
Pre-Employment Information	Employee's Personnel File	Life of Active Employee	Discard as Desired	HRS Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/07	A	Initial Release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change Responsibility; Title change (Office Technician III to Personnel Tech. I)

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