

Hiring Checklist

Name: _____

Position Being Hired for: _____

Attach to packet before sending into the Superintendent for signature:

✓	Item	Notes
	District Application	All Hires
	Resume/ Cover Letter	
	Official Transcripts	All Professional Staff
	ParaPro Results	Teacher Assistants
	Copy of Certification/Licensure	Teachers, Administrators, Specialists

When scheduling an appointment be sure to tell applicants they need to bring the following to their appointments:

✓	Item	Notes
	Fingerprint receipt / Suitability Determination	All new hires
	Drivers' License, passport, or state issued ID	All new hires
	Birth Certificate for Pension	Anyone who will pay into city pension (example; full time non-teacher)
	Second form of Identification	Anyone who will not pay into city pension (example; teacher, sub)
	Voided Check/Bank form with their information	Anyone who wishes to have direct deposit

Trainings/Payroll Appointment:

Day of week: _____

Date: _____

Time: _____

To be done at appointment before applicant begins employment:

✓	Item
	EPIMS Forms (proper copies made to attach so Ellen can set up in powerschool)
	CORI/SORI Completed
	Handbook Acknowledgement
	Red Flag Plan Acknowledgement
	Mandated Training Completion Form
	Ethics Certification
	Confidentiality Agreement
	Seen Payroll for necessary payroll paperwork
	If a Substitute add them to the active list
	If Transfer notify Ellen so she can make changes to Powerschool
	Sick Bank Membership request form