
Employee Requisition Process (HR-P006)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the current process used to hire non-certificated staff for Saint Louis Public Schools.

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

2.0 RESPONSIBILITY:

- 2.1 Requesting SLPS Department
- 2.2 Budget Department
- 2.3 Employment and Recruitment Unit
- 2.4 Employee Transactions Unit

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Employment and Recruitment Manager

4.0 DEFINITIONS:

- 4.1 SLPS – Saint Louis Public Schools
- 4.2 HR – Human Resources Division at SLPS
- 4.3 BD – Budget Department at SLPS
- 4.4 SAP – Employee Database System at SLPS

5.0 PROCEDURE:

- 5.1 SLPS department determines vacancy or new position needed and collaborates with HR Recruitment Unit.
- 5.2 Requesting department completes a Staffing Requisition Form (HR-F001) and forwards to Department Head for approval. Department also collaborates with HR Recruitment Unit regarding job descriptions. A copy of the job description is attached to the approved staffing requisition and forwarded to BD to determine available funds. Recruitment Unit also notifies Employee Transaction Unit of pending staff request to check for vacancies.
- 5.3 Employee Transaction Unit investigates authorization of position in SAP vacancy listing. If vacancy is confirmed, position may be staffed. If vacancy is not confirmed, position must be created (See Creating SLPS Positions procedures)
- 5.4 BD assigns a tracking number to the requisition, approves budget for position and forwards the requisition to HR.
- 5.5 HR Recruitment Unit received requisition from BD, records data in HR staff requisition spreadsheet; advertises position. HR retains requisition until department has selected a candidate.
- 5.6 HR Recruitment Unit receives applications for requested position, screens applications, scans eligible applicants and electronically sends applications to requesting department.

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- 5.7 Requesting department reviews applications, schedules interviews and makes candidate selections. Department forwards candidate selection data and HR forms to the HR Recruitment Unit (See Associated Documents).
- 5.8 HR Recruitment Unit reviews candidate selection data, approves staffing requisition form (salary, position, employment status and start date), checks references and makes an offer to the candidate.
- 5.9 HR Recruitment Unit continues with employee hiring process (See Teacher Hiring Process procedures pts. 5.6 – 5.10).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Interview Schedule Form
- 6.2 Interview Selection Sheet (HR-F003)
- 6.3 Rating Sheet (HR-F004)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Staffing Requisition Spreadsheet	e-files	1 year	Discard as desired	Password protected
Open Requisitions Book	Binder	Until request is staffed or 1 Fiscal Year	Shredded – Discard as desired	
Closed Requisitions Book	Binders	3 Fiscal Years	Shredded – Discard as desired	Locked File

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08	A	Initial Release

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