
Teacher Hiring Process (HR-P009)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the current process used to hire 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 School Administrator

- 2.2 School Support Liaison Unit

Signature

Date

- 2.3 Employment and Recruitment Unit

- 2.4 Employment Transaction Unit

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 SAP – Employee Database System at SLPS

5.0 PROCEDURE:

- 5.1 SLPS School Administrator notifies HR School Support Liaison Unit of vacancy.
- 5.2 HR School Support Liaison Unit verifies vacancy and notifies HR Recruitment Unit. If vacancy exists, HR Recruitment unit screens and reviews applications via US Mail, Careers@slps.org and MOREAP. If Vacancy does not exist, the process ends.
- 5.3 Recruitment unit scans eligible applicants and sends them electronically to requesting school.
- 5.4 School Administrator reviews applications, schedules interviews and makes candidate selection (See Associated Documents).
- 5.5 School Administrator forwards selected candidate to HR Recruitment Unit.
- 5.6 Recruitment Unit checks candidate references and makes employment offer.
- 5.7 If candidate accepts offer, they must immediately complete fingerprint and Tuberculosis screening and diagnosis.
- 5.8 If candidate passes these exams HR Recruitment Unit schedules orientation. Upon completion of orientation paperwork, candidate receives start date.
- 5.9 Candidate information is uploaded into SAP by HR Employee Transaction Unit.
- 5.10 Candidate is new/updated SLPS employee.

Note: If employee does not accept offer or if employee fails screenings and diagnostics. HR Recruitment Unit identifies another candidate and begins hiring process from pts. 5.6 – 5.10.

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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>
Employee Personnel Files	File Room	Indefinitely	Shred, Discard as desired	Locked Security
Careers@slps.org Incoming Applicant Data	e-files	Indefinitely	Delete	Security Permissions

8.0 REVISION HISTORY:

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

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