

Hiring “To Do” List

- List openings with OCS on Applitrack**
- Accept applications** (Only candidates with complete files at the OCS may be hired. If candidate does not have a file, require that one be completed. You may offer a contract provisional upon the employee completing the file for this office. This is usually given as a six week probation.)
- Review files online.**
 - Confirm background check and university transcripts and teaching certificates are part of file.
- Select candidates for interview.**
- Prepare interview questions.**
- Interview** (This may be done with a committee. More than one interview or demonstration teaching lesson may be required.)
- Check references; document names of references and their remarks.**
- Clear hiring with the Canonically appointed leader**
- Offer covenant or employment agreement (depending upon position).**
- Complete necessary paperwork:**
 - Employee receives benefits package (for teachers who teach .75 FTE and non-certified staff who work 30 hours per week).
 - Employee signs W-4 form (acquire from bookkeeper)
 - Employee receives Workers’ Compensation filing form.
 - Employee completes I-9 Employee Eligibility Verification form.
 - Employee completes New Hire Reporting form for the state.
 - Employee receives copy of job description.
 - Employee takes Safe Environment Workshop
 - Teacher receives information regarding mandatory New Teacher Orientation and Professional Ethics Workshop in August
 - Teacher signs Receipt and Acknowledgement form for handbook.
 - Principal copies application from Applitrak and puts in personnel file (Including Transcripts

- Principal files reference checks and interview notes in principal's working file.

- Principal notifies OCS that listing should be removed from data base.**

- Prepare a Personnel File for all employees:**
 - Applitrack application (including)
 - Teaching Certificate
 - Background Clearance
 - "Code of Professional Behavior for Church Personnel" signed form
 - Record of completion of "Called to Protect" Workshop
 - Skills test (where this is applicable)
 - Record of Catechetical certification (if any)
 - College transcripts and any additional coursework that determines salary
 - I-9 Employee Eligibility Verification form
 - Signed covenant or work agreement
 - Copy of job description (For teachers, this is found in appendix to policy handbook. For non-certified, job descriptions must be developed locally.)
 - Any correspondence related to hiring
 - Signed Receipt and Acknowledgment of Personnel Handbook

- Place in Principal's file:**
 - Notes related to interview
 - Reference check data – dated, with names & phone numbers

- Deliver to School bookkeeper**
 - Signed New Hire Reporting form (that bookkeeper must send to the state)
 - Completed benefits enrollment forms
 - Medical waiver (If employee does not want medical coverage)
 - Signed W-4 form
 - Employee's salary amount