



CCISD NON-CAMPUS ADMINISTRATOR'S GUIDE TO HIRING

- Contact Human Resources to request posting of position:
 - o Professional positions – Chelsey Pratt, ext. 40166
 - o Support positions – Betsy Esparza, ext. 40159
- Develop written, measurable screening criteria (years of experience, education, technical skills, etc.)
- Screen and select qualified applicants through TalentEd
 - o Sign in to your account at: <https://clearcreekisd.tedk12.com/hire/admin/selectAdminTask.aspx> and click on "Application Manager". Search using the posting ID or position title.
- Schedule interviews for a minimum of three applicants (unless prior approval from Human Resources to amend number of prospective candidates)
- Conduct interviews utilizing interview questions appropriate to the position
- Select your most qualified candidate
- Complete a minimum of three telephone references in TalentEd, including most recent supervisor. Instructions:
 - o Log in to TalentEd and open the applicant's file
 - o Click on the blue folder on the far right
 - o Click the "References" tab at the top
 - o Click "Review" one each reference to view online reference
 - o Once the telephone reference has been completed, click on "Summary Rating" to rate the reference. Add any notes you wish to include
 - o Click on "Status" and select "Complete"
 - o Click "Method" and select "Telephone"
 - o Click "Save"
- At the top of the applicant's page, click "Begin Hire" for external candidate
 - o Hire date is the date the PAN is being submitted
 - o Start date is the desired start date for the applicant
 - o Principal/Administrator is the name of the supervisor/administrator over position
 - o Select assignment type from the drop down menu
 - o Position funded by grant: Answer Yes or No
 - o Enter budget code if the position is funded by a grant
 - o Select vacancy reason from drop down menu
 - o Enter name of the employee being replaced or Board Meeting approval date for new position
 - o Enter last day of employment for replaced employee
 - o Select employee type
 - o Select appropriate employee calendar
 - o Indicate screening criteria that was used to conduct interviews and make selection
 - o List names of applicants interviewed (must be at least three without prior HR approval)
 - o Is applicant a TRS retiree: Answer Yes or No
 - o List employee assignment
 - o Enter FTE (Full Time Equivalency) 1.0, .5, etc
 - o List employee location
 - o Confirm three telephone references
 - o Scroll to the bottom of the screen and select a work flow (professional, support, etc)
 - o Submit PAN for approval
- Human Resources will conduct a pre-employment background check, verify references, availability of position, and make the official offer
- Human Resources will notify the administrator once the applicant has accepted employment and is cleared to commence employment

PAN CONTACTS

Para/Auxiliary:	Betsy Esparza	281-284-0159	hesparza@ccisd.net
Professional:	Chelsey Pratt	281-284-0166	cgrigsby@ccisd.net
Admin:	Ashley Pond	281-284-0169	apond@ccisd.net
Certification:	Yvonne Thompson	281-284-0153	ythompson@ccisd.net

COMMON QUESTIONS ABOUT PANS

What does an FTE mean?

FTE is one fully funded unit (employee). Usually FTE's are seen as 1 or .5. If teaching one class at secondary level it will be .16.

Is it important to note how a position is funded (Grant, Title, IMA, etc)?

Yes, always check how a position is funded and note this on the PAN. If position is funded by Title I funds, we will need a budget code and it cannot be processed until HR has that information.

Do I need to submit a PAN for Student Workers or Lunchroom Monitors PANS?

Yes, these employees will otherwise not be paid for their work in the district.

Do I need to note anything on Student Worker PANS?

Yes, we will need to know if the student is a current CCISD student and a budget code is needed on the PAN.

Can I use the online references from the candidate's Recruit and Hire file?

A telephone verification from your campus is required even if references are already listed. We require three references to be submitted in the system. One is required to be a current supervisor of the candidate.

What dates do I need to look for on resignation letters?

Make sure resignation letters have the correct last date worked. If the resignation is at the end of the year, the last date worked is the contract date, even if the employee is working longer or is working summer school. Letters must also be signed by the employee, no electronic signatures are accepted.

What should I put in the notes section of the PAN?

Please put any information in the Notes section that will be helpful with processing.

Where can I find Exit forms?

<http://www.ccisd.net/cms/One.aspx?portalId=645487&pageId=1299920>

Where can I find Reference forms?

References are completed in Recruit and Hire in the applicants blue folder and then on the reference tab.

How do I know which position type to select on the PAN?

<i>Professional</i>	<i>Paraprofessionals</i>	<i>Auxiliary</i>
<i>Teachers</i>	<i>Aides</i>	<i>Custodians</i>
<i>Principals</i>	<i>Secretaries</i>	<i>Child nutrition workers</i>
<i>Assistant principals</i>	<i>Clerks</i>	<i>Student workers</i>
<i>Counselors</i>		<i>Lunch room monitors</i>
<i>Technology(admin)</i>		<i>Technology(most positions)</i>

DID YOU KNOW?

- When a paraprofessional or auxiliary employee is hired as a teacher, it's a Change PAN.
- When a substitute is hired for a permanent position a New Hire PAN needs to be completed.
- Three references must be completed before the HR Specialist can work on the PAN. One reference must be their previous supervisor.
- References must be called by the hiring administrator.
- Positions must be posted for 10 days prior to interviewing.
- At minimum teachers are 187 day employees, some do work more days
- When submitting a PAN for a stipend or department head change don't forget to first submit a PAN removing it from the other employee. Also please list in the comments who originally had the stipend/department head.

TalentEd Recruit & Hire

APPLICATION MANAGER

Active: applications for positions that have not yet been filled.
 Deactivated: Typically, applications for positions that have been filled.
 All: All applications regardless of status

Colored tabs filter your applications based upon the highlighted color chosen for that application.

Last Name	First Name	Cont#	Status	App Date	Posting ID	Position Title
barreth	ben	302	Application Received	11/20/2014		
Barreth	ben	301	Application Received			
Hsu	Alyse	299	Application Received			
Ferguson	Jack	280	Application Received			

ACTIVE DEACTIVATED ALL

Default View

Results 1-7 of 7

Bulk Actions: Allows one to effect more than one application at the same time. In this example, an interview will be able to be scheduled for the two applicants who are checked.

Last Name	First Name	Cont#	Status	App Date	Posting ID	Position Title
Ferguson	Jack	280	Application Received	08/06/2014	111	
<input checked="" type="checkbox"/>	Ferguson	Jack	296	Application Received	09/26/2014	
<input checked="" type="checkbox"/>	River	Johnna	294	Application Received	09/22/2014	
<input type="checkbox"/>	Hsu	Alyse	299	Application Received/Wait	10/24/2014	
<input type="checkbox"/>	Testerman	Nate	298	Hired	10/16/2014	
<input type="checkbox"/>	Barreth	ben	301	Application Received	11/17/2014	
<input type="checkbox"/>	barreth	ben	302	Application Received	11/20/2014	

Results 1-7 of 7 Select All (7) Clear Selected (2) Export Results

Bulk Actions: Interview GO