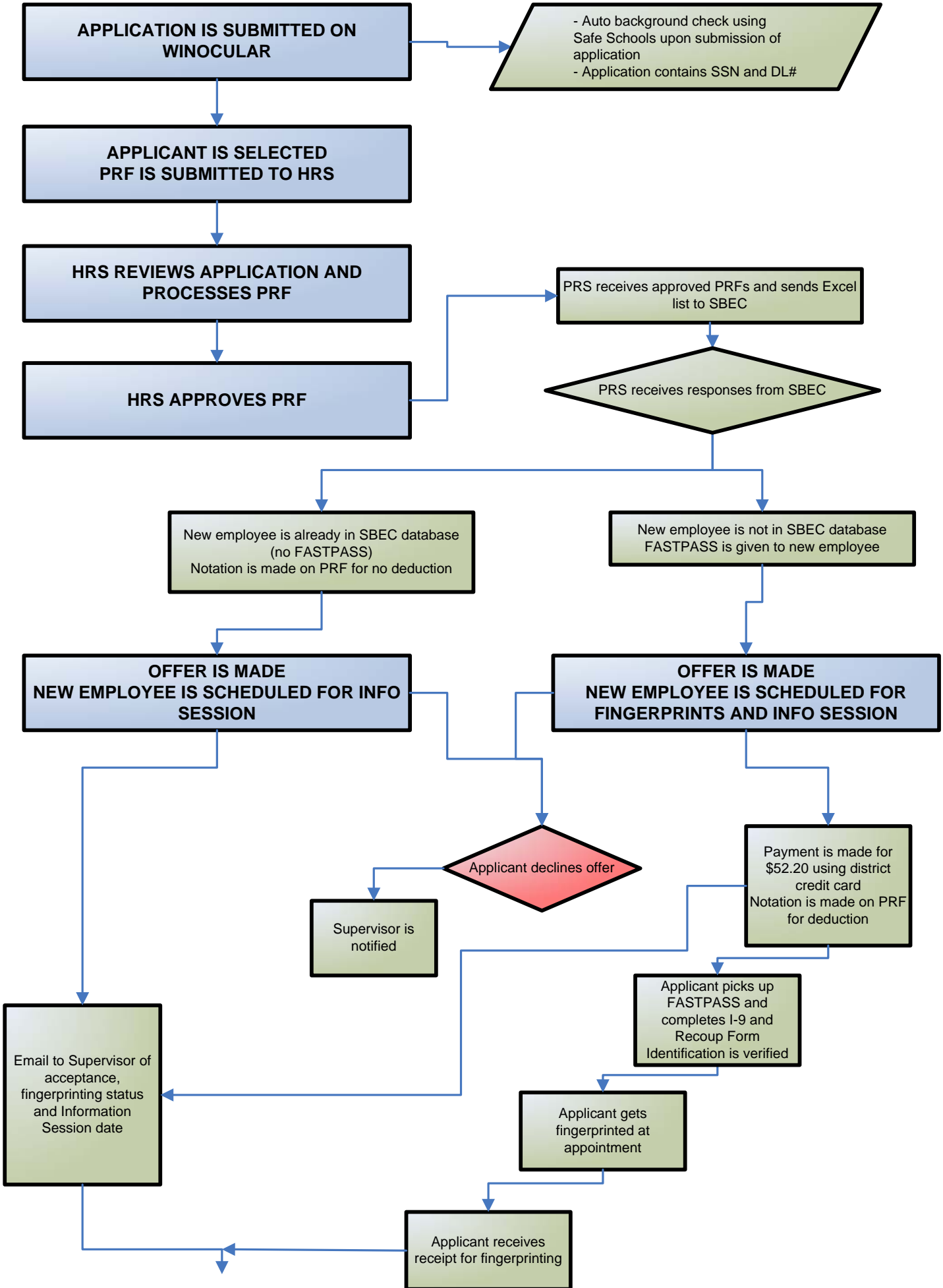


HIRING WORKFLOW



APPLICATION IS SUBMITTED ON WINOCULAR

- Auto background check using Safe Schools upon submission of application
- Application contains SSN and DL#

APPLICANT IS SELECTED PRF IS SUBMITTED TO HRS

HRS REVIEWS APPLICATION AND PROCESSES PRF

HRS APPROVES PRF

PRs receives approved PRFs and sends Excel list to SBEC

PRs receives responses from SBEC

New employee is already in SBEC database (no FASTPASS)
Notation is made on PRF for no deduction

New employee is not in SBEC database
FASTPASS is given to new employee

**OFFER IS MADE
NEW EMPLOYEE IS SCHEDULED FOR INFO SESSION**

**OFFER IS MADE
NEW EMPLOYEE IS SCHEDULED FOR FINGERPRINTS AND INFO SESSION**

Applicant declines offer

Supervisor is notified

Payment is made for \$52.20 using district credit card
Notation is made on PRF for deduction

Applicant picks up FASTPASS and completes I-9 and Recoup Form
Identification is verified

Applicant gets fingerprinted at appointment

Applicant receives receipt for fingerprinting

Email to Supervisor of acceptance, fingerprinting status and Information Session date

HIRING WORKFLOW

