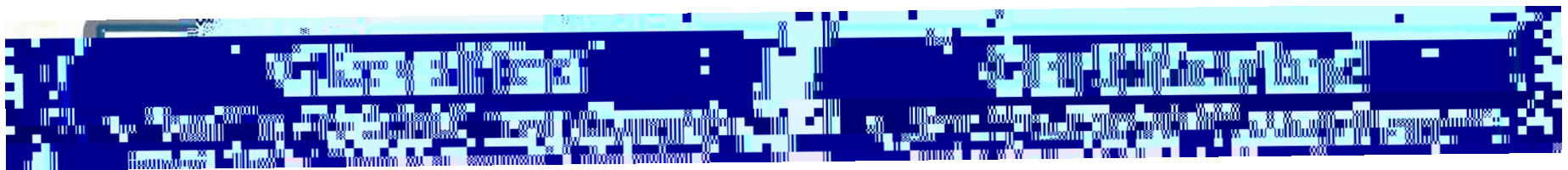


# **FUSD Human Resources**

**Classified and **Certificated** Hiring Process**

**March 14, 2012**





## Classified

- Notices emailed via EDJOIN to qualified applicants with time for testing.
- After testing communication letters also via EDJOIN to applicants who did not

## Certificated

No testing required for Certificated

positions

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# Classified

- Reference checks completed on all selected candidate(s).

- Notification by phone to selected candidate(s):

  - offer of employment;

  - pending consideration of employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

- Notices emailed via EDJOIN to candidates who are

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

(Recruitment and Selection B.P. 4211.2 and B.P. 4311.2)

B.P.

- Reference checks completed

  - all selected candidate(s)

  - notification by phone to

  - selected candidate(s)

  - offer of

  - employment given pending

  - consideration of

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

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  - employment so

  - employment so

  - employment so

  - employment so

  - employment so

(Recruitment and Selection B.P. 4211.2 and 4311.2)

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## Classified

- Candidate placed on agenda for board approval.
- Candidate has not yet been determined whether the agenda is "Pending Publication Process" or "Employment Process".
- Candidate cannot work until pre-employment process is completed.

## Confidential

- Candidate placed on agenda for board approval.
- Candidate has not yet been determined whether the agenda is "Pending Publication Process" or "Employment Process".
- Candidate cannot work until pre-employment process is completed.

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## Classified

Upon completion of pre-employment process, an Orientation is scheduled for employee.

- Includes District Policies (example: Sexual Harassment, Acceptable Use, Internet Usage, Reporting, etc.)

- Includes mandatory orientation and attendance at Board approval.

## Certificated

- Upon completion of pre-employment process, an Orientation is scheduled for employee.

Includes District Policies (example: Sexual Harassment, Acceptable Use, Internet Usage, Mandatory Reporting, etc.)

Includes mandatory orientation and attendance at Board approval.



Applications Received

2010/2011

• 4,704 TOTAL

2011/2012

(Thru Dec 2011)

• 6,005 TOTAL

Certified

Applications Received

2010/2011

• 2,463 TOTAL

2011/2012

YTD

• 2,751 TOTAL

# Employment Application Statistics

## Classified

New Employees

2010/2011



2011/2012 Thru Dec 2011

Classified Contract

- 61 Bargaining Unit
- 3 Management
- 377 Substitute/Hourly

## Certificated

New Employees

2010/2011

- 43 Certificated Contract
  - 40 Bargaining Unit
  - 3 Management
- 70 Substitute/Hourly

2011/2012 YTD

Certificated Contract

- 55 Bargaining Unit
- 6 Management
- 348 Substitute/Hourly

# New Employee Statistics

