

Checklist for new EMPLOYEE hiring:

- Received ALL required documents from applicant
(Keep non-hired applicant's documents on file for 3 years)
- Reference check completed
- Interview
- If hiring, inform New Hire he/she will need a current expanded background check
(Send link to BGC form on website if needed:
<https://docs.google.com/forms/d/e/1FAIpQLScPH1f61eqRILQWHF7q3bHHarZZTrvAPzn5LjiYfqsnZI5GtA/viewform>*)*

IF HIRING SEND THE FOLLOWING TO CENTRAL OFFICE:

(If digital, send to both Jenny & Tracy; if hard copies, just one copy is fine to Central Office)

- Copy OR originals of all documents collected so far for permanent personnel record file in Central Office, including reference check paperwork
- New Hire's contact phone # & email
- Letter of Recommendation to Hire that includes:
 - New hire full name
 - Position hired for
 - Who person is replacing if any
 - Start date OR period of employment if temporary
 - Indicate if position is to be temporary or permanent
 - Pay Rate w/ (must be current Board/Superintendent approved pay rate – see Jenny)
 - Salary or \$\$/hr
 - # Contract Days if applicable or Hrs/wk
 - Days/wk if not Monday-Friday