SCREENING CLASSIFIED APPLICANTS (PSL-W049)

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

1.0 SCOPE:

1.1. Process by which we screen classified applicants to see if they are qualified for the job applied for.

2.0 RESPONSIBILITY:

2.1. Personnel Technician I

3.0 APPROVAL AUTHORITY:

3.1. Director of Human Resource Services

4.0 DEFINITIONS:

- 4.1. SearchSoft—On-line applicant tracking system.
- 4.2. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.3. NEO—New Employee Orientation Schedule.
- 4.4. HRS—Human Resource Services.
- 4.5. Job Description—describes and explains the position, responsibilities, and requirements.
- 4.6. SCUSD—Sacramento City Unified School District.
- 4.7. EEE—Employee Entrance Evaluation Candidate Authorization Form.
- 4.8. Analyst—Personnel Analyst.
- 4.9. PT—Personnel Technician.
- 4.10 SCUSD—Sacramento City Unified School District.

5.0 PROCEDURE:

- 5.1. Analyst and/or PT prints list of applicants from SearchSoft after position has closed.
- 5.2. Print Job Description from the SCUSD Internet.
- 5.3. Look up status of applicants from ESCAPE (Permanent, Sub, and Temp.)
 - 5.3.1.Log into the personnel module in Escape and select Access Methods.
 - 5.3.2. Select Person Locator and select the <Enter> key.
 - 5.3.3.Type in the employees name and/or social security number and select <F3> and select <Enter> key twice.
 - 5.3.4. Status of employee will show "Active" and/or "Terminated."
- 5.4. If testing is required, check the HRS database to see if the applicant has met the testing scores that are required. If applicant has not tested, screen out. (See PSL-P061)
- 5.5. Check each application for minimum requirements of Job Description and for complete application.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

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- 5.3 NEO form (PSL-F068)
- 5.3 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 5.3 Title IX Grievance Review Request (PSL-F088)
- 6.4. Job Description (located on the SCUSD internet).
- 6.5. Hiring Forms:
 - 6.5.1.Classified Interview Form (PSL-F079)
 - 6.5.2. Classified Summary Rating Sheet (PSL-F080)
 - 6.5.3. Classified Interview Team Report and Recommendations (PSL-F081)
 - 6.5.4. Classified Applicant Reference Check (Classified and Management) (PSL-F082)

7.0 RECORD RETENTION TABLE:

| Identification | Storage | Retention | Disposition | Protection |
|-------------------------------|------------------------------|----------------------------|-----------------------|--------------|
| List of qualified applicants | Position folder in HRS | 3 Years | Discard as Desired | File Cabinet |
| Pre-Employment Information | Employee's Personnel File | Life of Active Employee | Discard as Desired | HRS Office |

8.0 REVISION HISTORY:

| Date: | Rev. | Description of Revision: |
|----------|------|--|
| 12/03/07 | А | Initial Release |
| 12/18/06 | В | External form |
| 10/08/07 | С | Approval Authority department name change Responsibility; Title change (Office Technician III to Personnel Tech. I) |

End of procedure