

District School Board of Pasco County
NON-INSTRUCTIONAL NEW HIRE/RE-HIRE CHECKLIST

Name: _____

Position #: _____

Job Title: _____

Job Requisition #: _____

Before offering the position:

- Verify candidate has at least two written references
- Verify candidate has a completed Telephone Reference form
- Verify any other job-specific requirements are met, if applicable (degrees, licenses, etc.)

Upon offering the position:

- Call applicant to offer. Write down Date & Time of offer on Telephone Reference form.
- Ask applicant when they can go to get fingerprinted in order to estimate a start date.
- Inform applicant he/she should receive a hiring packet from the district office via email within the next day or two. Confirm the email address on application is current.

On Applicant Master screen:

- Enter Date & Time Offered
- Upload Personnel Action form (MIS #303) to Applicant Attachment file
- Upload Telephone Reference form (MIS #310) to Applicant Attachment file

On Pending Applicant Screen:

- Change Status to Offer
- Enter start date on Recommendation tab (see guidelines below)
- Release into workflow to notify HREQ

On first day of employment:

- Complete and upload the I-9 form with supporting documents to Applicant Master under Applicant Attachment file
- Complete and upload Loyalty Oath to Applicant Master under Applicant Attachment file (must be separate from I-9)
- Re-release the Pending Applicant file into workflow to notify HREQ

Setting Start Dates (For reference only):

Group	Are fingerprints needed?	Is POET needed?	Earliest Possible Start Date
Current Pasco Employee	No	No <i>(position does not require or transferring to same position in another cost center)</i>	Next business day
	No	Yes <i>(position requires POET)</i>	Allow at least 5 business days from date of offer
New Employee	Yes	No <i>(position does not require POET)</i>	Allow at least 5 business days after date on which employee is scheduled to be fingerprinted.
	Yes	Yes <i>(position requires POET)</i>	Allow at least 10 business days after date on which employee is scheduled to be fingerprinted.