Applicant Hiring Process Map

Applicant has been extended a Job Offer in PeopleSoft.

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Applicant can complete NEO and Applicant Security Check (within NEO). Applicant receives hiring requirements document containing required screening information.
(If cleared, hiring process continues.)

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Applicant completes Fingerprint, Drug Screen and PDT Test (if applicable) and submits new hire documentation requirements, including certification requirements (if applicable).

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Applicant returns signed Hiring Requirements Document.

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Applicant receives Job Offer letter once all screening results are acceptable.

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Applicant is contacted by HR to come to the District with the signed Job Offer letter, and completes I-9.

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Applicant is Authorized to Work.

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HR will notify the school/department of the first day the applicant is eligible to begin working.

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School will notify the applicant of the official start date.

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Hired (Job Data screen created)