



Kane County School District

Hiring Authorization Checklist

Please check off all items required for the hiring process.

Hiring Authorization Packet, which includes:

- Signed resignation form from previous employee, include termination date.
- Completed job description, including specific requirement unique to this position.
- Attached interview questions and interview rating document. Questions must relate directly to the job description.
- List of Screening and Hiring Committee Members. Must include one Community Council member on every committee.

The superintendent will review all hiring procedures for each certified position.
Business Administrator will review all hiring procedures for each classified position.

Hiring Documentation Form, which includes:

- List of Applicants to be Interviewed
- Attached copy of screening document. (Must relate to information that comes from a completed Kane County School District Application Form.)
- Name of applicant recommended for position
- Signature of Administrator

After Applicant has been notified, please do the following:

- Contact each of those interviewed, either by phone or by letter, to inform them of the decision.
- Send a letter to all Applicants informing them of the decision and attach a copy of the letter to their application.
- All applications must be kept on file for one year. The hired employee application needs to be sent to the District Office to be kept in the employee's personnel file.
- Schedule appointment for a background check at the District Office. The background fee is \$45.00. Checks or exact cash payments are accepted. New hires are required to bring the following: current driver's license, social security card, voided check or savings deposit slip for payroll processing. Volunteers-Fee \$0.00 and current driver's license.
- Contact Jamie for Alio employee # and to verify that the employee has been added in Time Force. Train your new employee how to access both these systems. (Employee packet includes W4, URS, and insurance information)
- Contact Travis to set up an email account for your new employee. (See Instructions)
- Recommended to the Board for approval by the Superintendent

Signature of Administrator: _____ Date: _____