Kane County School District

Hiring Authorization Checklist

Please check off all items required for the hiring process.

Hiring Authorization Approval, which _includes_: (this can be in an email to Supt and Cary)

☐ Signed resignation form from previous employee, include termination date.

☐ Interview questions and interview rating document. Questions must relate directly to the job description.

The superintendent and Business Administrator will review the information and approve job listing. Once you receive approval to post position:

☐ Post job on Applicant Portal.

Hiring Documentation Form, which _includes_:

☐ List of Applicants to be Interviewed

☐ List of Screening and Hiring Committee Members. Must include one Community Council member on every committee.

☐ 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.

☐ Instruct new hire to contact the DO for: background check at the District Office. Tell them to bring $45.00 (cash or check), current driver's license, social security card, voided check or savings deposit slip for payroll processing.
Volunteers background fee - $0.00 and current driver's license.

☐ Contact Kim to set up ParaPro Praxis, if needed.

☐ 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 SafeSchools training and an email account for your new employee.

☐ Recommended to the Board for approval by the Superintendent.

☐ See Kim's Google sheet to see approved volunteers and to follow progress until new hire is ready to start!