

HIRING PROCESS INSTRUCTIONS/FLOWCHART

Greeneville City Schools

1. **To begin workflow on a new job posting**, the Principal/Supervisor completes an Employment Requisition (paper form) and scans/emails the form to the Human Resources Specialist (HRS).
2. The Human Resources Specialist (HRS) creates the requested job posting via Munis. Prior to the actual post, workflow is generated for the approval of the Chief Human Resources Officer (CHRO), Chief Financial Officer (CFO), and Director of Schools (DOS).
3. The job is posted until an applicant is chosen and has accepted in writing.
4. The HRS generates an email to all applicants who have signed up to receive notification of new job postings for Greeneville City Schools. In addition, jobs may be posted on Teachers-Teachers.com, the Tennessee Department of Workforce and Development, or advertised in the local and/or area newspapers.
5. **To screen and select applicants to be interviewed**, the Principal/Supervisor reviews applicants who have applied to the job opening via Munis. As new applicants apply, a notification email with applicant information will be sent to the hiring manager via Munis.
6. Principal/Supervisor forms a selection team to interview selected applicants. The Principal/Supervisor will chair the selection team, appointed by him/her, to interview those individuals selected during screening.
7. **Once the applicant to fill the job is selected**, the Principal/Supervisor emails the CHRO for approval to extend an offer.
8. Once the CHRO gives approval, the Principal/Supervisor extends an offer including salary/pay rate to the candidate **via the Contingent Offer letter provided in their One Note Notebook**.
9. **The candidate will then be required to accept the offer in writing to the CHRO**. The letter includes information regarding official acceptance, background check/drug screen process, and transcript requirements (if applicable). Applicant will be hired pending satisfactory completion of a background check and a physical, including drug screen.
10. When the CHRO receives confirmation of acceptance from the candidate, the CHRO will release the Munis workflow approval to the Manager (if applicable), CFO, and DOS. The job posting is then removed from the website.
11. **For Certified Teachers only**, a Teacher Quality Assurance Page is generated by the HRS for CHRO completion/approval.
12. The HRS tracks the results of the TBI/FBI background check and other background check results (i.e. TN Sex Offender/Abuse/DCS Registry and contacts the Coordinated School Health department to schedule a physical for the candidate. The HRS tracks/records the results of the physical.
13. Once the satisfactory physical results are received, the HRS meets with the candidate to do new hire paperwork.
14. The candidate is then officially hired via Munis and workflow is generated to the Principal/Supervisor, Manager (if applicable), CHRO, CFO, and DOS for final approval.
15. The HRS sends a notification email and/or updates applicant status via Munis to communicate to the applicants not hired the position has been filled. **If any of the interviewees are current Greeneville City School employees, a phone call or personal contact should be made prior to communication by the hiring manager.**

Employment Requisition (use the OneNote book provided by the CHRO). The Employment Requisition can also be accessed at <http://www.gcschoos.net/District Forms and Documents/Human Resources/Administrators' Human Resources Forms>.

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