CERTIFICATED RECRUITMENT FAIRE (PSL-P008B)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

1.1 This procedure discusses the Personnel Analyst role in preparing a Certificated Recruitment Faire.

2.0 RESPONSIBILITY:

2.1 Personnel Analyst

Signature _____ Date _____

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

Signature _____ Date _____

3.2 Associate Superintendent, Human Resources Services

4.0 DEFINITIONS:

4.1 HRS—Human Resources Services.

4.2 District Certificated Contract—Sacramento City Teachers Association (SCTA).

4.3 BMI—BMI Imaging System is a company of Online Technology Group (OTG).

4.4 SearchSoft—On-line applicant tracking system.

5.0 PROCEDURE:

5.1 HRS administrator will determine if a Certificated Recruitment Faire will take place.

5.2 Recruitment Faire committee is formed, and a determination is made when and where the Recruitment Faire will take place.

5.3 Personnel Analyst will receive applications from certificated applicant pool.

5.4 Provide a candidate waiting room to assist in answering any questions from applicant pool during the Recruitment Faire.

	Storage	Retention	Disposition	Protection
Certificated application if not hired	HRS File Drawer	3-6 months	Discard as desired	SearchSoft
Certificated application if hired	HRS File Drawer	Indefinite	Discard as desired	BMI

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