

HOURLY HIRING PROCESS

IDENTIFY TYPE OF NEED

Department identifies a need to fill a temporary vacancy, to fill a program or project requirement, or as additional help during seasonal work overloads.

HRT SUBMISSION

Department submits a Human Resources Transaction request (HRT) via ServiceNow for a qualified candidate, requesting approval for a short-term work assignment. Ensure the following documents are attached to HRT:
Resume and Nepotism Disclosure Document !

HRT ROUTING

HRT follows an approval route in ServiceNow for review by the area Supervisor and VP, Financial Services, and ultimately Human Resources for processing.

HRTs should be submitted with enough time to clear through the approval process, and for new hire processes to be completed by new employees to the District. (Minimum recommended - 2 weeks.)

HR REVIEW & APPROVAL

- New employees (or applicants who have not worked for the District in more than 1 year): complete new hire paperwork and verifications, including fingerprinting and TB risk assessment before they will be cleared for work.
- Budget account numbers provided must be valid and available for processing
- HRTs needing correction or clarification will be returned to the originator for review, revision and resubmission before processing.

GB APPROVAL

Assignment is listed on the next available Governing Board agenda for approval by the Governing Board.