

School District of Clayton

***TalentEd Recruit & Hire* Guidelines for Hiring Managers**

APPLICATION

All applications are accepted through *Recruit & Hire* which is an online application tool. The District no longer accepts paper applications. A link to access *Recruit & Hire* is provided on the Human Resources website (<https://clayton.schoolrecruiter.net>).

MANAGE APPLICANTS

The Manage Applicants screen allows the hiring manager to see all applicants for current openings. The applicant data can be manipulated by using the drop down search criteria fields or can be sorted (ascending or descending) by clicking on the column headers.

Helpful Hints:

- ✓ Putting your mouse cursor over the Position ID number, will detail the Job Title

SCREENING APPLICANTS

Human Resources will complete the Prescreening and Application Status Screen:

- Application Status (visible to applicant)
 - Active, Application Complete, Hire, Incomplete
- Prescreening Rating (not visible to applicant)
 - Recommended, Recommended with Reservation, Internal Staff recommendation, Speak with HR regarding candidate, See Supporting Documents, Not Recommended

Screening Results will be completed by Hiring Manager:

- Screening Type
 - Human Resources
 - Principal / Hiring Manager
 - Department Head
- Screening Codes:
 - 1 – Not Recommended
 - 2 – Below Average
 - 3 – Average
 - 4 – Above Average
 - 5 – Recommended

Helpful Hints:

- ✓ REFERENCES FOR THIS APPLICATION screen may include letters of recommendation that have been uploaded by the applicant
- ✓ SUPPORTING DOCUMENTS screen may include additional documentation regarding credentials, transcripts, or letters of recommendation.

SETTING UP INTERVIEWS

Hiring manager will contact candidates by phone to arrange appropriate interview time. Confirm scheduled interview through *Recruit & Hire*. An email confirmation will be sent to candidate and interviewers when INTERVIEW REQUEST is completed.

The scheduled interview will be logged under MANAGE INTERVIEWS for each interviewer. Under the PENDING INTERVIEWS tab, SELECT specific interview. Update YOUR RATINGS section interview status, rating, recommendation and interview notes.

For candidates interviewed but not selected, complete the INTERVIEW SURVEY “Non-Selection Documentation.”

Helpful Hints:

- ✓ Interview comments will appear on the applicant profile under INTERVIEW RESULTS.

REFERENCE CHECKS

Hiring manager will conduct reference checks by phone. Reference documentation will be logged under REFERENCES FOR THIS APPLICANT under NEW CHECK.

Helpful Hints:

- ✓ Under VIEW ALL REFERNCES there may be additional references that do not show on the applicant profile page.

CANDIDATE(S) SELECTION

Assign HR Task to HR Specialist (Nicole Birkmann) with request to send pre-hire paperwork to candidate. The pre-hire paperwork packet is the final step in the application process. A hiring decision can not be finalized prior to all background check clearances.

Once background checks are completed and a hiring decision is made. The hiring manager will contact the candidate to coordinate a start date. Notify Human Resources of the start date as this will impact employment authorization.