Jordan School District
Human *Resources* J

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THE HIRING PROCESS

Open Position

•Complete "Position Advertisement - Licensed" Form (pdf fillable) and send to HR via e-mail [newhire@jordandistrict.org]

Position Advertisement

•HR verifies Position Advertisement
•HR posts on Teachers-Teachers.com
•Position advertised for 5 business days before a hire can occur - interviews may begin day of posting

Candidate Selection

•Candidates chosen from Teachers-Teachers.com
•Candidate Interviews
•Interview rubric, scoring guide, and reference checks completed - e-mail to HR

The submission and approval process is electronic (e-mail)

Candidate Clearance

•HR receives candidate(s) interview rubric, scoring guide & refence check via e-mail
•HR checks Skyward, CACTUS, Teachers-Teachers.com for background/license/etc...
•Clearance from HR Administrator - School may offer position

Hiring Candidate

•School offers position to candidate
•Once candidate accepts - complete Online Hire Form

Onboarding

•After HR receives Hire/Change form
•Candidate completes New Hire Forms Online **PRIOR** to Onboarding
•New Hire brings necessary paperwork to onbaording appointment
•Candidate Hired