

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Discussion/Action re: District Hiring Procedures, including background searches conducted by District Administration on prospective/current employees

SUBMITTED BY: Judd Gilpin, Ricardo Molina and Pat Campos **OF:** Board Members

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: February 16, 2009

RECOMMENDATION:

RATIONALE:

BUDGETARY INFORMATION

BOARD POLICY REFERENCE AND COMPLIANCE:



HIRING PROCEDURES

United Independent School District
Human Resource Department

**ALL APPLICATIONS
SUBMITTED
ELECTRONICALLY**

CRIMINAL HISTORY

**A. RECORDS OBTAINED FROM
CURRENT OR LAST COUNTY OF
RESIDENCE**

B. STATE RECORD CHECK

**C. Once hired, FBI fingerprinting
is required (SB-9)**

ALL APPLICATIONS EVALUATED FOR:

- **Completeness**
- **Licenses / Certification**
- **Meeting posted criteria**
- **Work history**
- **Red Flags** (gaps in employment, negative references, termination from previous employment, indication of criminal history)

CLEARED APPLICANT DATABASE / MADE AVAILABLE TO CAMPUSES / DEPARTMENTS

**Administrators access system to
retrieve applicant names.**

- Applicant Screening**
- Interviews conducted**
- PAR (Position Action Request)
received from campus /
department**

VERIFICATION OF REFERENCES

- Reference contact persons identified from job application**
- HR Staff contacts references requesting specific information**

OBSTACLES ENCOUNTERED

- **Previous employer unwilling to provide reference (company policy/practice)**
- **Previous employer reluctant to give accurate reference**
- **Misleading information given**

UTILIZING OPEN RECORDS REQUESTS (ORR)

- Pros / Cons**
- Accurate work history**
- Delay in processing**
- Cost**

FINAL APPROVAL AND OFFER OF EMPLOYMENT

Additional HR requirements include:

- Fingerprinting**
- TB Skin Test**
- Based on position:**

**Drug testing for safety-sensitive
positions and those positions
required by law**