

**EMPLOYMENT MADE EASY**

**ALWAYS USE SOUND PERSONNEL PRACTICES**

**VALID VACANCY** EXISTS WHEN THERE IS  
RECLASS OR TRANSFER OF AN EMPLOYEE  
RETIREMENT OR RESIGNATION  
LEAVE OF ABSENCE  
NEW ALLOCATION

SUBMIT **JOB POSTING REQUEST** TO HUMAN RESOURCES  
USING ONLINE FORMAT IN BEACON  
INCLUDE COURSE CODE NUMBERS FOR TEACHING POSITIONS

CHECK YOUR SCHOOL/DEPT POSTING ON THE JOB CENTER  
REVIEW BEACON APPLICANT POOL DAILY  
REVIEW CREDENTIALS AND ESTABLISH INTERVIEWS

**DETERMINE CANDIDATE'S ELIGIBILITY FOR EMPLOYMENT:**

- TEACHER --- HOLD FLA CERTIFICATE or MEET ELIGIBILITY
- SUPPORT --- MUST MEET QUALIFICATIONS IN BOARD APPROVED JOB DESCRIPTION ON DISTRICT WEBSITE

**MAKE SOUND EMPLOYMENT DECISIONS  
KNOW YOUR RESOURCES FOR INFORMATION**

REVIEW DOCUMENTS REQUIRED FOR EMPLOYMENT  
ADMINISTRATOR MUST PERSONALLY CHECK REFERENCES

**COMPLETE THE INTERVIEW PROCESS ---- SELECT CANDIDATE**

**COMMIT TO EMPLOY** --- AND .....

SEND FOR **DRUG SCREENING**

(PHYS ABILITIES TEST REQ FOR CUSTODIAN CANDIDATES)

SEND TO DISTRICT SECURITY FOR **FINGERPRINTING**

SUBMIT **APPOINTMENT FORM** AND  
EMPLOYMENT PACKAGE FORMS TO HUMAN RESOURCES

RECEIVE **START DATE** NOTIFICATION FROM HR  
HUMAN RESOURCES ESTABLISHES PERSONNEL FILE

NOTIFICATION FROM HR TO SCHOOL/DEPT OF FILE DEFICIENCIES