Vacancy

- Job Posting
- Receive Applications

Interview

- Pre Interview
 - Interview Panel Selection, Reference Checks, Interview Scheduling
- Post Interview
 - Pre Hire Orientation, School Tour, Community Tour

Recommend for **Employment**

- Pre-employment Screening
- Prepare Contract
- Approve Contract

Orientation

- Employment Packet
- Policy Books
- Benefit Packet

Hire

• Employee Signs Contract

VACANCY

Job Posting

- Business Office Publishes Vacancies
 - Newspaper
 - Corson/Sioux County News, Teton Times, Mobridge Tribune, Timber Lake Topic
 - Radio
 - KLND
 - Website
 - School site, Associated School Boards site, Teacher sites, College sites

Receive **Applications**

- Complete Application: Cover Letter, Resume, Application, Teaching Certificates, Transcripts, Work Experience, etc.
- Return to Business Office Retain for 6 months
- Sort & Disseminate Departmentally
 - Elementary
 - Middle/High School
 - Special Education
 - Food Service

- Administration
- Transportation
- Custodial
- Activities

INTERVIEW

Pre Interview

- Interview Panel Selection
- Reference Checks
- Interview Scheduling

Post Interview

- Pre Hire Orientation
- School Tour
- Community Tour

Pre Interview

Interview Panel Selection

- To employ Administration
- •Superintendent, Principals, Board Members
- To employ Teaching Staff
- •Superintendent, Principals, Teachers, Board Members
- To employ Classified Staff
- •Superintendent, Principals, Direct Supervisors

Reference Checks

- Completed by Superintendent, Principal or Direct Supervisor
 - Contact Previous Employers
 - Contact References Listed

Interview Scheduling

- Schedule with Interview Panel and Applicants
 - Telephone
 - Skype
 - Onsite

Post Interview

- Direct Supervisor Orientates:
 - Benefits at a Glance
 - Health, Gap, Dental, Vision, Life, SDRS
 - Compensation
 - Payscale, Pay Cycle, Direct Deposit
 - Pre Employment Screening
 - Background checks (Federal/State and Tribal) and Drug test

School Tour

Pre Hire

Orientation

Walking tour of facilities

Community Tour

 Driving tour of McLaughlin, as appropriate

RECOMMEND FOR EMPLOYMENT

Pre **Employment** Screening

- Supervisor notifies applicant to present to the Business Office for the following:
 - Background Check Reimbursed if passed
 - Federal/State through Department of Criminal Investigation
 - Tribal through Standing Rock Sioux Tribe
- Drug Testing
- Superintendent Review with Applicant

Prepare Contract

- Business Office prepares contract
- Applicant Full Name, Job Title and Credentials (Experience, Education and Teaching Certificate)
- Job Description
- Confidentiality Agreement
- Code of Ethics

Approve Contract

- Recommend for Board approval at next meeting
 - Board packet to include pre employment screening checklist and contract
 - Schedule special, if necessary

ORIENTATION

- Information Sheet Name, DOB, SSN, Emergency Contact, Address, Phone number
- I-9 Employment Eligibility Verification
- W-4 Employee Withholding Allowance Certificate
- Direct Deposit Enrollment- Voided check and Financial Institution information
- Payroll Frequency Election Bi-monthly (24 payments) or Monthly (12 payments)

Packet

Employment

- Acknowledgment of Receipt
 - School Board Policy Book
 - School Handbook (Elementary, Middle School, High School)
 - Miscellaneous (Emergency Action Plan, Wellness Policy, Activities Handbook)

Policy Books

- Health insurance Wellmark Blue Cross and Blue Shield
- Gap insurance Transamerica
- Dental/Vision/Life insurance Guardian and VSP
- Retirement South Dakota Retirement System

Benefit **Packet**

HIRE

Sign Contract

- Applicant is presented with their contract for signature after the following circumstances have been met:
 - Pre-employment screening complete
 - Employment packet complete
 - Policy books received and reviewed with signed acknowledgment of receipt
 - Benefit packet complete