



Hiring “To Do” List

- ☐ **List openings with OCS on FRONTLINE**
- ☐ **Accept applications** (Only candidates with complete files on Frontline may be hired. If candidate does not have a file, require that one be completed. You may offer a contract provisional upon the employee completing the file for this office. This is usually given as a six week probation.)
- ☐ **Review files online.**
 - ☐ Confirm background check and university transcripts and teaching certificates are part of file.
- ☐ **Select candidates for interview.**
- ☐ **Prepare interview questions.**
- ☐ **Interview** (This may be done with a committee. More than one interview or demonstration teaching lesson may be required.)
- ☐ **Check references; document names of references and their remarks.**
- ☐ **Clear hiring with the Canonically appointed leader**
- ☐ **Offer covenant or employment agreement (depending upon position).**
- ☐ **Complete necessary paperwork:**
 - ☐ Employee receives benefits package (for teachers who teach .75 FTE and non-certified staff who work 30 hours per week).
 - ☐ Employee signs W-4 form (acquire from bookkeeper)
 - ☐ Employee receives Workers’ Compensation filing form.
 - ☐ Employee completes I-9 Employee Eligibility Verification form.
 - ☐ Employee completes New Hire Reporting form for the state.
 - ☐ Employee receives copy of job description.
 - ☐ Employee takes Safe Environment Workshop
 - ☐ Teacher receives information regarding mandatory New Teacher Orientation and Professional Ethics Workshop in August
 - ☐ Teacher signs Receipt and Acknowledgement form for handbook.
 - ☐ Principal copies application from Frontline and puts in personnel file (Including Transcripts)

- ☐ Principal files reference checks and interview notes in principal's working file.
- ☐ **Principal notifies OCS that listing should be removed from Frontline** (or take it down themselves).
- ☐ **Prepare a Personnel File for all employees:**
 - ☐ Frontline application (including)
 - ☐ Teaching Certificate
 - ☐ Background Clearance
 - ☐ "Code of Professional Behavior for Church Personnel" signed form
 - ☐ Record of completion of "Called to Protect" Workshop
 - ☐ Skills test (where this is applicable)
 - ☐ Record of Catechetical certification (if any)
 - ☐ College transcripts and any additional coursework that determines salary
 - ☐ I-9 Employee Eligibility Verification form
 - ☐ Signed covenant or work agreement
 - ☐ Copy of job description (For teachers, this is found in appendix to policy handbook. For non-certified, job descriptions must be developed locally.)
 - ☐ Any correspondence related to hiring
 - ☐ Signed Receipt and Acknowledgment of Personnel Handbook
- ☐ **Place in Principal's file:**
 - ☐ Notes related to interview
 - ☐ Reference check data – dated, with names & phone numbers
- ☐ **Deliver to School bookkeeper**
 - ☐ Signed New Hire Reporting form (that bookkeeper must send to the state)
 - ☐ Completed benefits enrollment forms
 - ☐ Medical waiver (If employee does not want medical coverage)
 - ☐ Signed W-4 form
 - ☐ Employee's salary amount