Hiring Process Overview and Checklist
(FOR EMPLOYEES REPRESENTED BY DCTA, INCLUDING TEACHERS AND SSPs)

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DPS is here to help you during the hiring process. You'll have two main points of contact:

Your HR hiring representative will be your guide and give you information about each step of the process. Ask your representative questions related to fingerprint and reference checks, salary-setting protocols, verification of licenses and qualifications, contract/offer letters, pre-hire paperwork, and training modules.

Your manager is the individual hiring you for the position. For teachers, for example, it is often the principal. The hiring manager conducts interviews and makes the hiring decision. Ask your manager questions related to start dates, school/office culture and protocols, and the onboarding process.

1. Conditional offer letter

You will:

- [ ] Review the conditional job offer, including the explanation of how your salary was determined. The offer is contingent on fingerprint/reference checks and qualifications/licensure verification.
- [ ] Discuss next steps with your HR Hiring representative.

- [ ] Register for summer 2017 professional learning
- [ ] Review New Educator Website
- [ ] *New teachers only:* Review English Language Acquisition (ELA) requirements for new-to-DPS teachers
- [ ] *New teachers only:* Review the induction requirements for new teachers

Your Human Resources hiring representative will:

- Send you an email with a conditional job offer.
- Call you to discuss next steps.

2. Fingerprint and reference checks; license verification

You will:

- [ ] Provide information for your fingerprint check and employment verification.
  - [ ] Come in for your fingerprint appointment within 5 business days. Schedule your appointment via AppointmentsPlus.
  - [ ] Complete your Criminal History Disclosure Form, by following the link provided in your Welcome email.
  - [ ] Fill out the form Affirmation of Employment for Salary Setting, which will be used in setting your initial salary. Your HR hiring representative will send you an email with a link to this form, along with additional instructions.

- [ ] Provide information for your reference check.
  - [ ] Look for an email from SkillSurvey, and when you receive it, follow the instructions to enter your references into SkillSurvey's online system. You must provide references to SkillSurvey even if you gave them to DPS earlier in the process.
  - [ ] Tell your references to expect an email from SkillSurvey.
- [ ] Work with your HR hiring representative to verify your licensing and qualifications. For more information, see our qualifications and licensing guides: Teachers; specialized service providers.

Note: To make sure you receive the emails, add customerservice@skillsurvey.com to your email address book.

Your Human Resources hiring representative will:

- Initiate a reference check through SkillSurvey
- Send email with details about employment verification
- Reach out to you to request proof of appropriate licensure, if you are not already licensed by the Colorado Department of Education (CDE). *(Note: if you are already licensed by the CDE, your HR hiring representative will verify this via the CDE database; no action is needed on your part)*

3. Finalizing your salary

You will:

- [ ] Provide all information needed to finalize your salary. DPS will use the Affirmation of Employment for to verify your experience.
  - [ ] Email your transcripts to transcripts@dpsk12.org if you haven't already done so. Include the front and back of each transcript page.

- [ ] For more information about salaries, see our Salary-Setting Guide or contact your HR hiring representative.
- [ ] Review the document, *How We Determined Your Salary*, which will be sent by your HR hiring representative.

Your Human Resources hiring representative will:

- Let you know if you need to send additional information to finalize your salary.
- Send the document, *How We Determined Your Salary*, when your salary is finalized.

RESOURCES

HR Connect: For questions about benefits, direct deposit, or new employee paperwork, please call 720-423-3900 or email Connect_HumanResources@dpsk12.org
ProComp: Please view our salary-setting guide or contact ProComp@dpsk12.org with additional questions.

Department of Technology Services (DoTS): For questions about setting up your email and computer or about accessing DPS systems (e.g., SchoolNet, Employee Services, Infinite Campus), please call 720-423-3888 or email DoTS_Hotline@dpsk12.org.

New teacher resources: For questions about new teacher summer activities, new teacher induction requirements, requirements for English Language Acquisition (ELA) certification, or available professional learning supports, please visit neweducators.dpsk12.org or email newteachers@dpsk12.org.

4. Signing your contract	You will:	Your Human Resources hiring representative will:
	☐ Sign and return your teacher contract or Innovation offer letter. *If you are offered a position at a school without innovation status, you will receive a teacher contract. If you are offered a position at a school with innovation status, you will receive an innovation-school teacher offer letter. Review this list to learn whether your school is an innovation school.* ☐ Sign and send it to your HR hiring representative (scan and email preferred) within 10 days of receiving it.	● Send you your teacher contract or Innovation offer letter.

5. Before your start date

You will:

☐ Complete online training activities.
- ☐ Log in to Moodle, the district's online training resource for new hires, and complete the online training modules. The online activities must be completed in one session, so please allow up to one hour for this step.
  - **Username:** the email address you used in your application
  - **Password:** changeme
- ☐ Sign up for New Employee Orientation (NEO) Webinar
  - *NEO webinar can only be accessed after completing Moodle. The last section within Moodle will prompt you to register for the NEO webinar.*
  - *The NEO webinar should be completed within your first 30 days as a new DPS team member*

☐ Print and complete the following forms, found on the DPS HR website:
- ☐ PERA member form to designate a beneficiary
- ☐ Race/ethnicity survey form
- ☐ Social Security acknowledgement form

☐ Complete your I-9 form online. Prior to coming to the Emily Griffith Campus to turn in your paperwork (see next step), you will receive an email from HRi9compliance@dpsk12.org. This email will include a login ID and website link for our third-party vendor Equifax so that you can complete and submit your I-9 form online.

☐ Submit your paperwork and pick up your badge.
- ☐ Use the link your HR hiring representative sends to sign up for an appointment to submit your paperwork and have your photo taken for your identification badge. Appointments are held at the Emily Griffith Campus (EGC), the central office building for DPS: 1860 Lincoln Street, 11th Floor, Denver, CO 80203.
- ☐ For your appointment, bring documents that confirm your identity and employment authorization to your appointment. *(See here for a list of acceptable documents; see previous bullet about completing the I-9 form via our third-party Equifax.)*

☐ Prepare for your first day.
- ☐ Review your work calendar for information regarding holidays and other time off. Check with your manager if you have questions about your specific work calendar and/or start date.
- ☐ *For teachers only:* Review the resources highlighted on the New Educator Website.

Your Human Resources hiring representative will:
- ● Ask you to complete your paperwork.
- ● Send you a link so you can sign up for an appointment to submit your paperwork at the EGC.

Your manager will:
- ● Provide first-day information.

6. On your start date

You will:

☐ Complete necessary benefits and compensation forms.
- ☐ Review the DPS Benefits Guide. If you have questions, please contact HR Connect at 720-423-3900 or Connect_HumanResources@dpsk12.org.
- ☐ Sign up for or waive health benefits via Employee Self Service. This step must be completed within 30 days of your official start date. If you have trouble signing up for health benefits, please contact HR Connect at 720-423-3900.
- ☐ Sign up for direct deposit via Employee Self Service, DPS' online pay and benefits system.

☐ Complete your state and federal tax elections via Employee Self Service.

☐ Sign up to receive your W-2 and 1095-C forms electronically via Employee Self Service (optional).

☐ After orientation, plan for your retirement by signing up for the PERA 401(k) plan or DPS' 403(b) or 457 plan (optional).

☐ After orientation, complete the optional life insurance form for you and your family members, if you are eligible (optional).

Note: Employee Self Service can only be accessed when connected to the Denver Public Schools network.

Your manager will:
- ● Provide welcome and site-based orientation information.