
CERTIFICATED RECRUITMENT FAIRE (PSL-P008B)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the Personnel Analyst role in preparing a Certificated Recruitment Faire.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Personnel Analyst

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resource Services

Signature

Date

- 3.2 Associate Superintendent, Human Resources Services

4.0 DEFINITIONS:

- 4.1 HRS—Human Resources Services.
- 4.2 District Certificated Contract—Sacramento City Teachers Association (SCTA).
- 4.3 BMI—BMI Imaging System is a company of Online Technology Group (OTG).
- 4.4 SearchSoft—On-line applicant tracking system.

5.0 PROCEDURE:

- 5.1 HRS administrator will determine if a Certificated Recruitment Faire will take place.
- 5.2 Recruitment Faire committee is formed, and a determination is made when and where the Recruitment Faire will take place.
- 5.3 Personnel Analyst will receive applications from certificated applicant pool.
- 5.4 Provide a candidate waiting room to assist in answering any questions from applicant pool during the Recruitment Faire.

	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Certificated application if not hired	HRS File Drawer	3-6 months	Discard as desired	SearchSoft
Certificated application if hired	HRS File Drawer	Indefinite	Discard as desired	BMI

