

**ITHACA CITY SCHOOL DISTRICT  
POSTING RECOMMENDATION**

Position \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_  
(Building/Department)

\_\_\_\_\_ New FTE \_\_\_\_\_ OR HOURS PER WEEK \_\_\_\_\_  
(Others)

\_\_\_\_\_ Replacement EMPLOYEE BEING REPLACED \_\_\_\_\_

INCLUSIVE DATES OF POSITION FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

FUNDING SOURCE \_\_\_\_\_ BUDGET TRANSFER FROM \_\_\_\_\_ TO \_\_\_\_\_  
(Code) (If necessary) (Code) (Code)

**POSITION DESCRIPTION**

**DUTIES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TEACHERS BASIC QUALIFICATIONS: Appropriate New York State Certification required.**

**ADDITIONAL QUALIFICATIONS (TEACHERS):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES**

Bldg/Principal _____	Director/ Dept. Head _____
Date	Date
Asst. Supt. _____	Asst. Supt. of Business _____
Date	Date
Dir. Affirmative Action _____	Director of Personnel _____
Date	Date

- PLEASE SEE OVER -



## HIRING PROCESS CHECKLIST

This checklist is designed to help you keep track of where you are in the hiring process. Please follow the steps carefully so that your position can be filled in a timely fashion.

The posting recommendation initiates the hiring process. This process is concluded when an individual is approved by the Board of Education and placed on the payroll. Every step in the process must be completed fully or the individual recommended cannot be approved and put on the payroll.

**ACTUAL OPENING AS A RESULT OF:**

- ▶ Resignation (in writing to Personnel)
- ▶ Retirement (in writing to Personnel)
- ▶ New Position - in the adopted budget or created by separate Board action.
- ▶ Transfer - individual transferred into actual open position (resignation, retirement, new position)
  - ▶ Contract regulations observed
  - ▶ Internal transfer form completed

**POSTING RECOMMENDATION COMPLETED AND FORWARDED TO PERSONNEL**

- ▶ (If the Business Office or Personnel Office cannot confirm the opening, the posting could be delayed)

**POSTING POSTED**

- ▶ (10 working day minimum)

**POSTING EXPIRED**

- ▶ (With the approval of Personnel, an individual may be employed before the posting expires as a substitute on time sheets ). (An I-9, W-4 and IT-2104 must be completed before an individual can be paid).

**INTERVIEWS CONDUCTED/COMPLETED**

**INTERVIEW REACTION SHEETS COMPLETED AND COLLECTED**

**TELEPHONE REFERENCE CHECKS COMPLETED**

**RECOMMENDATION TO HIRE FORWARDED TO PERSONNEL WITH INTERVIEW REACTION SHEETS OF ALL CANDIDATES**

**N.B.** The candidate's file must be complete (\*) and the Personnel Recommendation form must be completed before Personnel or Payroll can act.

**\*Professional Position**

Application  
Three ltrs of recommendation  
and/or Placement File  
Transcripts-graduate &  
undergraduate  
Proof of Certification

**\* Paraprofessional Position**

Application  
Resume  
Three ltrs of recommendation

**\* Service Position**

Application  
Resume  
Three ltrs recommendation