# I-SS Hiring Process



Vacancy permit generated by hiring agent*

(*Vacancy permits are generated by an official resignation or the approved creation of a new position with an assigned number.)

2. Position classification

Certified → 3a. Send to Exec. Dir. of HR for position approval → 4a. Approval decision → Yes / No

Classified → 3b. Send to Classified Dir. for position approval → 4b. Approval decision → NO / Yes

Notify Hiring Agent

Position is posted

6. Posting closes and applications are sent to hiring agent

7. Hiring agent schedules interviews

8. Hiring agent conducts interviews

9. Hiring agent conducts reference checks

10. Recommendations sent to HR: Yellow certified to Exec. Dir. of HR. Blue classified to Classified Dir.

11. Approval Decision → No → Process stops / Yes

12. Phase I Conduct background checks

13. Approval Decision → No → Process stops / Yes

14. Phase II Induction forms and salary information sent to candidate

14.a (Certified only) Licensure reconciliation

Process stops

13. Approval Decision → No → Process stops / Yes

15. Schedule benefits meeting

16. Recommendation approval and salary finalization (admin contract generated) - (Certified = Ex. Dir of HR; Classified = Classified Dir.)

17. All clear pass completed

18. Data entry into HRMS. Candidate's name placed on BOE agenda. Contract generated.

19. Data sent to payroll and health benefits representative

20. Payroll data entered into ISIS and UID generated

21. Powerschool/NCEESS account activated

Process complete