



Gonzales Unified School District Certificated Hiring Process

Transfers	New Hires
Once position becomes vacant – five (5) working days to submit Request to Hire	
Request to Hire approvals are documented and reviewed and signed off on by Ed Services, Business Services and the Superintendent (Budget impact is considered for each position) HR and Fiscal work together to create or update Position Control	
Position is posted for no less than 10 calendar days (per Bargaining Agreement)	
Transfer request submitted in writing to Human Resources	Apply on EdJoin or paper application packet
<ul style="list-style-type: none"> • Paper screen Transfer requests <u>and</u> New Hire applications (all qualified employees who wish to transfer shall be interviewed and if not granted the position will be provided an explanation in writing) • Seniority will be applied if two equally qualified/eligible employees request to transfer to the same vacant position 	<ul style="list-style-type: none"> • Paper screen applications within five (5) working days of application deadline • Must meet all minimum qualifications to be considered in first round interviews
Create eligibility list	
Interview panel is selected and interviews are scheduled First round interviews are scheduled Interview Panel selects top candidates to move to second round interview(s) Second interview(s) with Superintendent and/or Designee Recommendation made by Administrator Three reference checks are made by Administrator following 2 nd interview for primary candidate(s)	
Recommendation to Hire submitted to Human Resources	
	Pre-Hire Requirements: TB, DOJ/FBI Clearance, I-9, W-4
	Orientation
	Board of Education Approval
Notify all applicants that position has been filled	

Sources: GUSD/GTA Bargaining Agreement 2016-2019; BP 4111(a), 4211, 4311 Recruitment and Selection; BP 4030(a) Nondiscrimination in Employment