CERTIFICATED REFERRALS (PSL-W030)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This working instruction is used to refer certificated applicants to interview at sites for the Sacramento City Unified School District

2.0 RESPONSIBILITY:

2.1 Personnel Analyst

3.0 APPROVAL AUTHORITY:

3.1 Director of Human Resource Services

4.0 DEFINITIONS:

4.1 SCTA – Sacramento City Teachers Association (Certificated.)
4.2 Analyst—Personnel Analyst.
4.3 Referrals – Certificated applicants that are qualified based on SCTA contract, credentials, experience and given to site administrators to schedule interviews.
4.4 ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
4.5 BMI – BMI Imaging System is a company of Online Technology Group (OTG).
4.6 Positions—Vacancy Requisition/Position Vacancy Request/Posting Request.
4.7 Iron Mountain—Storage facility that warehouses the Human Resource Services personnel records.
4.8 Warehouse--Location of very old personnel files.
4.9 SearchSoft—On-line applicant tracking system where an applicant list is derived.
4.10 PTI—Personnel Technician I who post the positions and works closely with the Analyst.
4.11 Site Administrator—Department or School Site that has the vacancy/position that is open.

5.0 PROCEDURE:

5.1 Certificated applicants apply for positions that are posted (advertised) in SearchSoft applicant tracking system.
5.2 Certificated applicant list is downloaded from SearchSoft system by Analyst or Credential Specialist.
5.3 Applicants are checked for credential requirements by Credential Specialist and forwarded back to the Analyst. (See PSL-W046)
5.4 Analyst reviews applicant listing and selects names for site to interview based on SCTA contract, i.e., transfer article and credentials required.
5.5 Analyst may review applicants in ESCAPE system to verify seniority dates of current employees applying.

5.6 Analyst refers names of qualified applicants to site administrator along with appropriate hiring forms.

5.7 Selection is made by site administrator and forwarded to Analyst for job offer.

5.8 Position is offered to applicant by Analyst of PTI.

5.9 Site is informed if applicant accepts job offer or declines job offer.

5.10 If no applicants are qualified, or offer is declined reposting may be recommended by site or Analyst. (see PSL-W048)

5.11 Information is given to new hires regarding paperwork/employment process required. Start date will be determined by completion of employment process or transfer date amicable by both sites. (see PSL-P41)

5.12 If the employee that is hired is a past employee, then records from Iron Mountain and/or warehouse are requested. (See PSL-P038)
6.0 ASSOCIATED DOCUMENTS:

6.1 SearchSoft Applicant listing
6.2 SCTA Contract
6.3 Hiring Forms:
   6.3.1 Certificated Applicant Reference Check (PSL-F083)
   6.3.2 Certificated Interview Team Report and Recommendation (PSL-F084)

7.0 RECORD RETENTION TABLE:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referral listing</td>
<td>Position folders</td>
<td>3 years</td>
<td>Discard as Desired</td>
<td>Secured area by Personnel Analyst</td>
</tr>
</tbody>
</table>

8.0 REVISION HISTORY:

<table>
<thead>
<tr>
<th>Date</th>
<th>Rev.</th>
<th>Description of Revision:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/03/04</td>
<td>A</td>
<td>Initial release</td>
</tr>
<tr>
<td>10/08/07</td>
<td>B</td>
<td>Approval Authority department name change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Title change (Office Technician III to Personnel Tech. I)</td>
</tr>
</tbody>
</table>

***End of procedure***