Human Capital Management Hiring Process:

MISD — Midland Independent School District

Job Posting	Application Submission/Screen	Hiring Supervisor Review	Background Check	Hiring Process

0 — Employee submits resignation\retirement through MISD website

1 — HR notifies Hiring Supervisor of the resignation/ retirement

Hiring Supervisor submits the requisition

2 — HR Generalist/ Spec. completes the resignation, sends requisition to HR Director

3 — HR Director approves requisition then posts the position

4 — Candidate(s) complete and submit application

5 — HR Dir. screens for certification and background via JD Palatine

6 — HR Director changes application status to "active"

Potential DOI applicants: screened

HR Director approves DOI request; changes status to "active" for specific campus

7 — Hiring Supervisor reviews application(s), interviews candidates

8 — Hiring Supervisor sends regular candidate cultivation emails/offer letter

9 — Hiring Supervisor submits recommendation to hire applicant

10 — HR Generalist/Spec. confirms job requirements and offers candidate the position

11 — HR Generalist/Spec. verifies previous employment history

12 — Compensation Coord. submits salary offer

13 — Fingerprinting Gen. completes process, background check is clear, subscribes to DPS.

14 — Candidate receives onboarding checklist and submits required documents ONLINE.

15 — Candidate meets with HR Generalist to complete final onboarding documents.

HR Generalist/Spec. confirms candidate's start date

HR Director finalizes the recommendation to hire

Candidate and Supervisor receive a Start to Work Authorization Letter via TalentED prior to start date.

# of Days: