
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

Signature

Date

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 Reso

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- 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)

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6.0 ASSOCIATED DOCUMENTS:

6.1 SearchSoft Applicant listing