

---

SCREENING CLASSIFIED APPLICANTS (PSL-W049)  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

---

2.1. Personnel Technician I

**3.0 APPROVAL AUTHORITY:**

3.1. Director of Human Resource Services

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**4.0 DEFINITIONS:**

- 4.1. SearchSoft—On-line applicant tracking system.
- 4.2. ESCAPE—Software program used to maintain and hold all of the transactions made on all district employees' employment records.
- 4.3. NEO—New Employee Orientation Schedule.
- 4.4. HRS—Human Resource Services.
- 4.5. Job Description—describes and explains the position, responsibilities, and requirements.
- 4.6. SCUSD—Sacramento City Unified School District.
- 4.7. EEE—Employee Entrance Evaluation Candidate Authorization Form.
- 4.8. Analyst—Personnel Analyst.
- 4.9. PT—Personnel Technician.
- 4.10 SCUSD—Sacramento City Unified School District.

**5.0 PROCEDURE:**

- 5.1. Analyst and/or PT prints list of applicants from SearchSoft after position has closed.
- 5.2. Print Job Description from the SCUSD Internet.
- 5.3. Look up status of applicants from ESCAPE (Permanent, Sub, and Temp.)
  - 5.3.1. Log into the personnel module in Escape and select Access Methods.
  - 5.3.2. Select Person Locator and select the <Enter> key.
  - 5.3.3. Type in the employees name and/or social security number and select <F3> and select <Enter> key twice.
  - 5.3.4. Status of employee will show "Active" and/or "Terminated."
- 5.4. If testing is required, check the HRS database to see if the applicant has met the testing scores that are required. If applicant has not tested, screen out. (See PSL-P061)
- 5.5. Check each application for minimum requirements of Job Description and for complete application.



---

SCREENING CLASSIFIED APPLICANTS (PSL-W049)  
SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

---

- 5.3 NEO form (PSL-F068)
- 5.3 Classified Bargaining Unit Employee Terms of Employment: New Hires and Promotions (PSL-042)
- 5.3 Title IX Grievance Review Request (PSL-F088)

6.4. Job Description (located on the SCUSD internet).

6.5. Hiring Forms:

- 6.5.1. Classified Interview Form (PSL-F079)
- 6.5.2. Classified Summary Rating Sheet (PSL-F080)
- 6.5.3. Classified Interview Team Report and Recommendations (PSL-F081)
- 6.5.4. Classified Applicant Reference Check (Classified and Management) (PSL-F082)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
List of qualified applicants	Position folder in HRS	3 Years	Discard as Desired	File Cabinet
Pre-Employment Information	Employee's Personnel File	Life of Active Employee	Discard as Desired	HRS Office

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/07	A	Initial Release
12/18/06	B	External form
10/08/07	C	Approval Authority department name change Responsibility; Title change (Office Technician III to Personnel Tech. I)

\* \* \* E n d o f p r o c e d u r e \* \* \*