

# PROFESSIONALS HIRING PROCESS

## STEP 1: Recommendation for Hire

- Rec for Hire is generated to HR from campus Principal/Assistant Principal or Director.
- The applicant references are verified and disclosures are reviewed.

## STEP 2: Salary Quote (only applicable to positions that are posted on Pay Grades)

- If needed, a salary quote is generated.
- The Salary and Wage Coordinator will contact the applicant with proposed salary and officially offer the position.

## STEP 3: Documentation Clearance

- The Certification Specialist verifies transcripts, certifications, exams and licenses.
- Applicant must upload or request OFFICIAL transcripts, from ALL colleges and universities.**
- Please refer below for TEA information.

## STEP 4: Fingerprinting & Background Check

- If applicant has been fingerprinted via TEA, applicant will move forward with the onboarding process.
- If applicant has never been fingerprinted or has expired fingerprints, HR will contact applicant with fingerprinting information.

## STEP 5: New Hire Onboarding Process

- HR will contact the applicant via email with the onboarding documents.
- The applicant schedules appointment with the Certification Specialist to complete the onboarding process.

## STEP 6: Congratulations and Welcome to ALVIN ISD.

- Applicant receives an email with their district email address and employee identification number.
- Applicant receives campus/department badge.
- HR Q&A

