

Application

Onboarding

1

Applicant Applies in Frontline

Recruitment and Retention Office screens and forwards application to the Office of Certification. Candidate receives a confirmation email. Return to Service Candidates are identified. **1 business day.** Delays may occur if candidate fails to submit proper documentation, to include official transcripts which are required by Maryland State Department of Education.

Step 1

Step 7

7

HR Sends Confirmation Email and Pre-Employment Paperwork. HR Meets with Candidate to Complete New Hire Paperwork and Review Salary

Process can take **3-5 business days** to allow time for candidate submission. Once salary is accepted, the Records Management & Verification Office will contact candidate to schedule Form 19 and Fingerprint appointment within 24-48 hours.

2

Certification Review and Return to Service Process

Evaluation for Certification is conducted and the Return to Service vetting process begins. Process can take **3-5 business days** during the peak hiring season. Time is needed to complete the review and vetting process.

Step 2

Step 8

8

Appointment for Background Check is Scheduled

Records Management & Verification Office conducts Form 19. Candidates cleared for hire continue Onboarding process. Process can take **3-5 business days** due to candidate and appointment availability. Additional delays may occur if candidate arrives without proper identification resulting in a rescheduled appointment.

3

Eligible Candidates are Connected with Hiring Managers

Candidates are notified of their eligibility status. Eligible candidates are shared with Principals and invited to PGCPS Hiring Events. Process occurs within **2 business days.**

Step 3

Step 9

9

Appointment for Fingerprinting is Scheduled

Background Unit completes fingerprinting. Candidates cleared for hire continue Onboarding process. This may take up to **7 business days.** Delays may occur due to candidate and appointment availability. Additional delays may occur if candidate has to retake fingerprints. Once cleared, Background Unit will notify HR Partner.

4

Hiring Manager Selects Candidate(s) to Interview

Interview(s) scheduled for approved current and anticipated vacancies. **1-2 business days.**

Step 4

Step 10

10

HR Creates Application in iRecruitment for New Hire and Completes Personnel Assignment in Oracle

Data Operations reviews and completes the request to generate an Employee Identification Number (EIN) Process can take **3-10 business days.** Delays may occur due to concerns regarding the Personnel Action Sheet (PAS) and during the peak hiring season.

5

Hiring Manager Conducts 'Best Fit' Interviews

Interview(s) are conducted and selected Candidates are Recommended for Hire. Candidates not selected remain in the pool. **3-5 business days.** Process may be delayed due to Principal and Candidate availability.

Step 5

Step 11

11

HR informs Hiring Manager of New Hire Confirmation

Process can take **1-3 business days.**

6

Hiring Manager Uploads "Offer Acceptance Agreement" Form

40-Day Onboarding begins at the receipt of the "Offer Acceptance Agreement" form by Instructional Staffing and confirmation of Candidate application in Frontline. **1-2 business days.** Process may be delayed if candidate does not have a completed application in Frontline.

Step 6

Step 12

12

HR Registers New Hire for New Employee Orientation on their 1st Day

New Hires and Principals are notified. New Hire completes virtual Orientation through the Employee Services Center on Day 1 in an alternative location. New Hire reports to assignment location on Day 2. Laptops are distributed. Process can take **2-5 business days.**