

Category:	Procedure:	
Human Resources	Hiring Secretaries	
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1. Advertise all vacant positions through the Human Resources Department.
2. Review on-line applications of interested candidates and complete the interview process. All current Knox County Schools employees who submit an application must be interview, including substitutes.
3. Recommend applicant to Human Resources Department on a Classified HR-119 Form.
4. An offer of employment is extended by the Human Resources Supervisor or designee. Candidate is scheduled to come to the Human Resources Department to complete employment documentation as follows:
 - W-4 form
 - I-9 Form (employment eligibility verification form). Driver's license or birth certificate or passport and social security card are required to complete this form.
 - Legible copy of employee's social security card and driver license
 - Authorization Agreement for Automatic Deposit
 - Job Description (signature required)
 - Medical/Physical Form (to be completed and returned within 30 days)
 - Media/Audiovisual Guidelines (signature required)
 - Fingerprint and Criminal History Verification Record. Applicant may not begin working until Human Resources has received the criminal history results reports and has cleared applicant for employment.
 - Drug Test in compliance with Drug-Free Workplace Policy
5. Applicant is responsible for the cost of the medical exam, drug test, and fingerprint and criminal history verification.
6. All new employees are required to attend employee orientation. Meeting is scheduled.