

# New Hire Procedure

Principals and Department Heads: This is a guide only, you do not need to provide to the new hire candidate

Congratulations on selecting a new member of your team! The following steps should be completed in the listed order to finish the new hire process.

1. Complete the appropriate Interview Checklist for the position you are staffing.
2. Complete the Appointment Request Form, with the new hire's signature.
3. Scan and send the Interview Checklist and the Appointment Request Form to [hrgeneral@ecsdfl.us](mailto:hrgeneral@ecsdfl.us)
4. Give or email the newly hired staff member the appropriate fingerprint instructions from the shared google drive and instruct the individual to visit the NEW HIRE webpage on the District home page as shown below for instructions to finish the new hire process.



## And you are done!

Please also be aware, we have discontinued the use of the Authorization to Work form. You will know that your newly hired staff member is cleared to work through HR once he or she has a security badge. If the individual comes to work on the agreed upon day without a badge, you need to immediately call HR at 850-469-6351 to confirm eligibility to work.

A few other reminders:

- All individuals working for the Escambia County School District must complete his or her new hire paperwork on or before the first day of work. Allowing anyone to work prior to doing so is creating a liability under multiple Federal and State laws. This applies to any individual providing services on our behalf that would receive a paycheck, no matter the position.
- If you require attendance or participation at a meeting or an event, you are obligated by law to pay that individual. Please do not allow "volunteering" at mandatory meetings, events, or trainings.