Hiring a Part Time Custodian

Before you can hire a part-time custodian, you need approval from Custodial Services. Do not offer employment, or give any indication that you are thinking of hiring anyone until you have received approval from Custodial Services. To hire a part-time custodian, they must be on the substitute list and they must complete a part-time custodian application specifically for your location.

First, have the substitute complete an application. Provide them with the reference number specific to your school. (Remember, at this point you have NOT "hired" the individual yet, and you should not insinuate that you will.)

The Substitute should go to:

- www.dsdjobs.net
- Log in (Login with user name and password created when they previously submitted applications)
- Find a job
- Type in reference number exactly as shown in the search bar.
- Follow the prompts to submit application, then let you know it has been submitted.

You can now request approval to hire them. To do this:

1. Log in to **ENCORE**
2. In the **SEARCH BAR**, type in **APPLICANT**
3. Click on **HR RECRUITMENT APPLICANT REVIEW**

   Tip: Set this screen as a favorite by clicking on the Heart on the left hand side of the screen.

4. Located in the **FILTER** section, click in the white box titled **LOC** for location.
   a. Click on the **3 DOTS**
   b. Select your location
5. In the box titled **JOB TITLE**, type in **PART TIME**
6. Under the **JOB TITLE** box, there is a box with a **DROP DOWN ARROW**. Click the arrow.
   a. Select **INTERVIEW**
7. Make sure the **NEW ONLY** box is **UNCHECKED**
8. Press **REQUERY**

9. Select Applicant. To view the application, click on the yellow file folder to the left of their name. From here you will be able to see previous employment history, references, and if they have disclosed any incidents on their background. If you are satisfied with the application, you may now request approval to hire them from your Coordinator by taking the following steps:
10. Click in **INTERVIEW** box.
11. Click in **REQUEST APPROVAL** box.
12. Enter **POSITION ID #.**
13. Enter **DAILY HOURS**
14. Enter **STEP** (Step is typically 5)
15. Click **CONTINUE**.

The request has now been sent to Custodial Services. When Custodial Services has given approval for you to hire the applicant, you will receive an email telling you to proceed.

Now that you have received approval from Custodial Services, you many offer employment to the applicant. If the applicant accepts your offer, then you need to take the following steps:

16. Log into **ENCORE**
17. Click on **HUMAN RESOURCES.**
18. Click on **HUMAN RESOURCES/PERSONNEL.**
19. Click on **HR RECRUITMENT APPLICANT INTERVIEW.** (If you have this set as your favorite, click on the tab from **MY FAVORITES.**
20. Click on the little circle to the right of their name under **HIRE.**
21. If you have selected the right applicant, type the **START DATE, POSITION ID #,** and then **CONFIRM HIRE.** (Start date needs to be **DD-MMM-YYYY**)

You will get a message indicating that the employee was sent an email with specific instructions in order to complete the hiring process. If you would like to see the email instructions that is sent to the employee, click on the **VIEW EMAIL** button. The email will instruct the new hire to report to Human Resources within three working days of their start date to finish the new hire process to become a part-time custodian. The hiring process cannot be completed until the employee performs this critical step.