

PATERSON PUBLIC SCHOOLS

Human Resource Services

Human Resource Services: Staffing

Posting Procedures

REVISED: 10/28/2013

Subject: Posting Job Vacancy Procedures

Approved by: Dr. Laurie Newell

Effective Date: November 1, 2013

I. Purpose:

The purpose is to revise the established Applitrack Hiring System process to make it more time effective and significant to the hiring process for the Paterson Public School District.

II. Authority:

The Director of Human Resource Services

III. Terms and Conditions: (THE POSTING PROCESS)

- a. A Posting Request Form is submitted to Francine Smart and copied to the Assistant Superintendent via email on Monday and Tuesday of each week. Tuesday at 3pm will be the designated deadline for all posting requests for any given week.
 - i. All posting requests are logged on an internal database and include the Position Control (PC) number, the initiator, posted position, original date that the Department of Human Resource Services received the request, date posted, and deadline date.
 - ii. Please note, that if a posting request is missing any of these items, it will be returned to the initiator and may miss the week's deadline.
- b. Any posting request received after the weekly deadline will not be processed until the following week.
- c. Upon receipt of a posting request from the initiator, an electronic response will be given by Human Resources to both the initiator and the Unit Assistant Superintendent.
- d. Wednesdays are designated as **processing day**. All posting requests will be entered into Applitrack and submitted to the following approvers:
 1. Supervisor of Staffing
 2. Designated Account Managers (If Applicable)
 3. Assistant Business Administrator
 4. Director of Human Resource Services
 5. Applitrack Manager for Final Approval (At this point, the posting becomes Live)
- e. By end of day every Thursday, all posting requests will be approved and ready to be placed on the District's website. They will be available for the public on Friday morning. All denied postings that are received will be return to the initiator who will be contacted to correct and resubmit.
- f. Friday morning all approved postings are placed on the district website for (10) consecutive days. At the conclusion of the ten (10) days, all stakeholders can log onto the Applitrack system to review applications and select candidates to interview.

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- g. Every Friday morning, the postings are emailed to the Superintendent, The Superintendent's Cabinet, the initiator, the Supervisor of Staffing, the Supervisor of Hiring and Recruitment, the president of the union, and all district staff. A paper copy of the posting is printed and placed in the main lobby and reception area of the Paterson Board of Education Building.
- h. THURSDAYS AND FRIDAYS ARE DESIGNATED AS SYSTEM MAINTENANCE DAYS.

IV. Reporting Procedures:

- a. All posting requests will be forwarded to the Department of Human Resource Services and the Business Office for approval of the Position Control (PC) number, funds, and position.
- b. Once approved, the posting request is processed in the Department of Human Resource Services and electronically available on the Paterson Public Schools Website or at this link: <http://www.applitrack.com/paterson/onlineapp/>.

V. Dissemination:

All District employees of the Paterson Public School District.

