

THE HIRING PROCESS

APPLICATION 1

Completed online at:
<https://www.cfisd.net/en/job-seekers/career-opportunities/job-postings-and-online-applica>



2 APPLICATION REVIEW

All qualifications are reviewed. Interview requests emailed for those selected. Only those selected will be contacted.



INTERVIEWS 3

Interview requests are emailed using email on application. Applicant must select the date and time available per interview request.



4 PHYSICAL

Physical must be completed day of interview if you are recommended for hire. Offer can be rescinded if physical is not completed.



BACKGROUND 5

Background clearance must be received in order to proceed with hiring process.



FINGERPRINTING 6

Once physical and background results have completed processing, candidates receive an email notification of scheduled fingerprint appointment



**There is a \$50 fee deducted for fingerprinting.

ONBOARDING 7

New Hire Paperwork is sent to candidates via email.

Be prepared to complete a W4, set up direct deposit, and review district policies.



8 I-9 COMPLETION

An email is sent with new hire paperwork to complete part 1 of the I-9. This must be completed before Orientation.



ORIENTATION 9

New Employee Orientation reviews paperwork, policies, and other important CFISD information.

Approx. 3.5 hours – paid @ position hourly rate.



HIRED