

# THE HIRING PROCESS

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## APPLICATION

Completed online at:  
<https://cfisd.tedk12.com/hire/Index.aspx>

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## APPLICATION REVIEW

Applicant qualifications & video interview are reviewed by the Substitute Office.

Applicants selected to proceed will be submitted to a background screening.

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## FINGERPRINTING

Once references and background results have completed processing, candidates receive an email notification to schedule the fingerprint process.

\*\*There is a \$50 upfront fee required for fingerprinting.

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## I-9 VERIFICATION

An I-9 is completed in person at the Substitute Office by appointment only.

A photo will also be taken for badging.

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## BADGING

New Hires pick up their CFISD badge from the Substitute Office.

If applicable, a parking permit can also be obtained at this time.

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## INTERVIEW

Every applicant receives an email invitation to participate in a one-way, applicant recorded Q&A session.

Conducted in RIVS.

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## REFERENCES

2 required – must include most recent supervisor. Professors acceptable for candidates with limited work history.

Proof of education also required.

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## ONBOARDING

New Hire Paperwork is sent to candidates via email.

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

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## ORIENTATION

Access to the orientation portal is granted via email & completed thru the Harris County Dept. of Education.

Approx. 4.5 hours – paid @ \$10 / hr.

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## AESOP

An account is created for New Hires including applicable skills & certifications.

Log-in to accept jobs!

# HIRED