

Hiring Checklist - Items Needed by Human Resources Office

- Personnel Action Form
 - New Hires
 - Transfers to/from Kindergarten
 - Transfers between Schools
 - Transfers between Grades
 - Any other change resulting in different budget unit(s)
 - Modification of Additional Duties

- TalentEd Documents Needed on New Hires
 - Application
 - Educator License
 - Praxis Scores
 - Resume
 - Transcript(s)

**Marion School District
 Personnel Action Form – New Hire/Current Employee**

Emp. # _____

New Hire:	Full Time Employee	Part Time Employee
Transfer:	If yes, from what school/grade/department? _____	
Modify Contract:	Increase Position	Decrease Position

Fill out the information below for ALL employees:

Full Name: _____ DOB: _____ SSN: _____
 Address: _____ Phone #: _____
 School Year: _____ Work Start Date: _____ Building/Dept: _____
 Position Title: _____ Select One: Vacancy New Position
 Replacing (if vacant position): _____ Supervisor: _____

Fill out the below information below for LICENSED employees:

Education Level: _____ Years of Experience: _____
 # of Contract Days: _____ Select One: ALP Arkansas Teaching License Act 1240 Waiver LTS
 List Stipends or Index (if applicable): _____
 Area(s) of licensure: _____

 Additional Notes for Contract or to HR: _____

Fill out the information below for CLASSIFIED employees:

Years of Experience: _____ Hourly Rate: \$ _____ # of Work Hours per Day: _____ # of Contract Days: _____
 List Stipends or Index (if applicable): _____
 Additional Notes for Contract or to HR: _____

Fill out the information below for PARAPROFESSIONALS:

HQ Praxis	_____		
HQ 60	_____	Provides one-on-one tutoring	Provides support w/ instruction in library or media center
HQ AA	_____	Assist with classroom management	Provides other instructional services
HQ BA/BS	_____	Assist with instructional materials organization	Serves as translator, bilingual aide or parental involvement professional
N/A	_____	Assist with instruction in the computer lab	

I recommend that _____ be hired at the _____ school board meeting.
 (Month)

_____ Supervisor/Date	_____ Director of HR/Date
_____ Asst. Superintendent/Date	_____ Superintendent/Date

CENTRAL OFFICE USE ONLY: Budget Unit _____
 Board Hire Date _____