



Employment Processing for New Teachers



TEACHER CANDIDATE Complete or update your online application for certificated employment at http://www.teachinla.com/pre_online_application.html

Then call (213) 241-5300 and ask to speak with a Human Resources Recruitment Specialist for advisement on your next steps in the employment process. **NOTE:** Due to the current state-wide budget crisis and resulting Reduction in Force, employment offers in your subject field may be temporarily restricted.



If you have had an eligibility interview with an HR Recruitment Specialist **AND** have been placed on an approved hiring list,

- (1) Refer to the Employment Checklist provided to you at the time of your eligibility interview.
- (2) Please follow the steps outlined on your Employment Checklist. Take the documents listed on the checklist to the appropriate HR offices, Monday through Friday, 8:00 a.m. to 5:00 p.m.
- (3) Remember to bring ORIGINAL documents and OFFICIAL transcripts, if requested.



If you have completed an interview with a principal or other site personnel and have been selected for a position, the school will forward an **Intent to Hire** to their Placement Specialist. Once the form is received, the Placement Specialist will contact you to discuss the remaining steps to be completed in the hiring process. If you have not heard from the Personnel Specialist within a reasonable time, please contact Certificated Employment Operations at (213) 241-5100 and ask to speak with the Personnel Specialist for that school.



PRINCIPAL Upon selecting a teacher for your vacant position, please fax the **Intent to Hire** to your placement specialist at (213) 241-8410 or -8411. Be sure to include

- (a) as much identifying information about the candidate as possible.
- (b) the eight-digit position number of the vacancy, to ensure correct assignment of the candidate.



Provide your new teacher with the name and telephone number of your HR Placement Specialist. If you wish this new teacher to be assigned to a school-purchased position, please fax a completed **Request for Personnel Action** (RPA) to your HR Placement Specialist at (213) 241-8410 or -8411.