DATE: May 23, 2019
TO: Principals / Magnet Directors
FROM: Joel S. Treviño
SUBJECT: Hiring Process Reminders

As you are working on your hires for next year, below is information useful for you and your candidates:

- It takes an average of 5-10 business days to review your recommendation and then process the candidate (factors that may cause delays – fingerprinting, certification, candidate’s schedule)
- Please ensure you review profile questions on external candidates
- Teacher candidates need a minimum 72% and Paraprofessionals a minimum 70% on the Gallup Teacher Insight and Support Insight respectively
- Texas certifications of candidates may be accessed through TEA at: https://secure.svec.state.us/SBECONLINE/virtcert.asp
- Please only send your top 2 teacher candidates, per requisition, to Belinda Gonzalez if you need certification status reviewed
- Recommendations are processed in the order received
- Please do not advise the candidate to call HR to check on their status, as this will delay the process
- Two professional telephone references should be obtained on each candidate
- Make sure to move the candidate to the “Offer” tab when you are ready for HR to begin our process
- July 5, 2019 is the last day for teachers to resign from their contract

As always, if you have any questions, please feel free to call your HR directors. Regards