

# SearchSoft for Administrators



# What is covered in this presentation?

- How to log into SearchSoft
- Homepage
- **E-Forms Tab**
- Your Queue
- How to assign your Queue to someone else
- Allocation Requests
  - Add
  - Modify
  - Delete
- **Jobs Tab**
- Document Search
- Request to Post
- All Jobs
- Job Search
- Recall Last Search
- Applicant Folders
- **Searching Tab**
- Applicant Search
- Saved Searches
- Search Applicant Emails
- **Request to Hire**
  - Who's queue is the applicant in?
  - Notes – what is holding up the process?
  - Is the Applicant scheduled for Onboarding?
  - Does the Applicant have a contract?
  - Have they been given their Drug Screen/Background check?
  - Did they meet the qualifications for the position? If not...why?

# Table of Contents

- How to log into SearchSoft.....4-6
- Homepage.....6
- Your Queue.....7
- How to assign your Queue to someone else.....7-8
- **E-Forms Tab.....9-35**
- Allocation Requests.....12-15, 45-46
  - Add.....16-21
  - Delete.....22-26
  - Modify.....27-29
  - Document Search.....30-34
- **Jobs Tab.....36-47**
- Request to Post.....38-40
- All Jobs.....41
- Job Search.....42-43
- Recall Last Search.....44
- Applicant Folders.....47
- **Searching Tab.....48-58**
- Applicant Search.....49-53
- Saved Searches.....54
- Search Applicant Emails.....58
- **Request to Hire.....59-75**
  - Who's queue is the applicant in?
  - Notes – what is holding up the process?
  - Is the Applicant scheduled for Onboarding?
  - Does the Applicant have a contract?
  - Have they been given their Drug Screen/Background check?
  - Did they meet the qualifications for the position? If not...why?
- **Hiring Process.....76**
- **Acceptable Use Policy (AUP).....77-78**

Go to [www.okcps.org](http://www.okcps.org) – Staff Tools

Current Employees should click on the green SearchSoft box.



Click on the purple SearchSoft box. This is for Administrators.



# Enter username and password

## Oklahoma City Public Schools Employer User

User Login

Username

Password

LOGIN

[having trouble logging in?](#)

# SearchSoft “Home page”



Welcome, John Doe Principal

Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾

## Application System Administrative Help

**This page will guide you in searching for the right candidate to meet your needs.**

**Please remember to logout when you are finished.**

### Starting/Editing Your Search

Searching for the right candidate is as easy as point and click. Simply click Searching, Select Applicant Search, choose the criteria to meet your needs, click on the "Save and Next" button, and a list of qualified applicants will appear. You can then click on View or Edit to review the candidate's application. Go to Attachments section to view the candidate's resume, letter of intent, credentials, etc... You may then save your search if it is one that you will use on a regular basis.

### Changing Your Account Information

To change your account information, simply click on Account Information. You may change information such as your username, password, and email address. Be sure to follow the instructions where given. Please note that if you change your username and/or password, the next time you log in, you will need to enter the updated account information.

### Posting Jobs

You can post jobs by clicking on Jobs. On the Jobs page, click the "Add" button, fill out the job details and then click "Save and Next."

# Queue

Assign your queue to someone while you will be out of the office.



A screenshot of a dark grey navigation bar with white text. The bar contains five items: 'Help', 'eForms', 'Jobs', 'Searching', and 'Account Information'. Each item has a small downward-pointing triangle to its right, indicating a dropdown menu. The 'Account Information' item is circled in red.

Help ▾ eForms ▾ Jobs ▾ Searching ▾ Account Information ▾

Click on Account Information for the drop down.  
Click on Account Information

# Assigning Your Queue While Out of the Office

**Account Information**

First Name

Last Name

\*Username [\(Help\)](#) Dale Slaughter

\*Email address  [dslaughter@okcps.org](mailto:dslaughter@okcps.org)


Allow email communications with Oklahoma City Public Schools? [\(Help\)](#) ☐ No ☒ Yes

\*Email delivery options ☐ Combine emails into a single daily email  
☒ Send me individual emails

\*Receive eForm notifications [\(Help\)](#) ☐ No ☒ Yes

I am out of the office [\(Help\)](#) ☐ Yes ☒ No

You must click the "Save and Next" button in order for your changes to be saved.



**Forward documents to**

I am out of the Office: Click Yes  
Then select the individual taking your queue



# SearchSoft for Administrators




# E-forms

# SearchSoft Toolbar

Help · **eForms** ▾ Jobs ▾ Searching ▾ Account Information ▾

eForms ▾ Jobs ▾ Searching ▾ Account Information ▾



- Pending Items
- Parked Items
- Allocation Request
- Document Search
- Mass Approve Documents

meet your needs.

Click on Pending Items to see all of your items that require action.

# SearchSoft Toolbar

Help · **eForms** ▾ Jobs ▾ Searching ▾ Account Information ▾

eForms ▾ Jobs ▾ Searching ▾ Account Information ▾

Pending Items  
Parked Items  
Allocation Request  
Document Search  
Mass Approve Documents

meet your needs.

Parked items (rarely used for Administrators) are items that should be addressed at a later date.

# SearchSoft Toolbar

Help · **eForms** ▾ Jobs ▾ Searching ▾ Account Information ▾

eForms ▾ Jobs ▾ Searching ▾ Account Information ▾

Pending Items

Parked Items

Allocation Request

Document Search

Mass Approve Documents

meet your needs.

Click Allocation Request to initiate an Allocation Request

# Definition of an Allocation

An allocation is synonymous with a distribution. A position may be allocated/distributed to one site or multiple sites. It may also be funded from one project or split between multiple projects.

# Definition of an Allocation

Every position is assigned a PCN (Position Control Number). An allocation is a position's site and funding information. A position may be allocated to one site or multiple sites and may be funded from one funding source or split between multiple funding sources.

Example: Computer Teacher position that is assigned 50% to Hillcrest and 50% to Green Pastures.

The same Computer Teacher position can be funded 50% by Title I and 50% General Fund

# There are three types of Allocations Requests:

## **Add New Allocation:**

When adding a new position to your school site (i.e. Title I Parent Liaison new to the budget)

## **Modification Existing Allocation:**

When needing to change the title of a position (i.e. 1<sup>st</sup> Grade Teacher to 3<sup>rd</sup> Grade Teacher)

When needing to change the funding of a position (i.e. General Fund to Title I)

When needing to move the position from one site to another (i.e. Adams to Rockwood)

## **Delete Allocation:**

When needing to delete/remove a position from your school site (i.e. Title I Parent Liaison not in the budget)

*The more information that is provided, the more accurate the changes will be made*

# Allocation Request Form

## Allocation Request

Document #  
0000875116

### \*Allocation Type

☐ Add New Allocation ☐ Delete Existing Allocation ☐ Modify Existing Allocation

Requested by  
Principal, John Doe

Requesting Site

## Position Information (0)

ADD

Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
------------	------------	-----------------	-----	-------------	-------------	-----	----------------

Job Results

### Job Classification

☐ Certified ☐ Non Certified

EE Subgroup

(Select an action) ▼

(Help)

BACK

UNDO

**\* Is a required field**

Allocation Request Form is used to Add, Modify or Delete an allocation. Every form is assigned a document number. This enables you to search with ease.



# Add New Allocation Request

## Allocation Request

Document #  
0000875251

### \*Allocation Type

☒ Add New Allocation ☐ Delete Existing Allocation ☐ Modify Existing Allocation

\*Date Position can be Filled

Requested by  
Principal, John Doe

Requesting Site

## Position Information (0)

ADD

Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
------------	------------	-----------------	-----	-------------	-------------	-----	----------------



No results

### Job Classification

☐ Certified ☐ Non Certified

### Current Site(s)

ADD

Associated Site	Percentage (%)
-----------------	----------------



No results

Describe the purpose of the allocation request?

EE Subgroup

New PCN

(Select an action)

(Help)

BACK

UNDO

# Add New Allocation Request

## Allocation Request

Document #  
0000875251

\*Allocation Type

☒ Add New Allocation ☐ Delete Existing Allocation ☐ Modify Existing Allocation

\*Date Position can be Filled

07/22/2018

Requested by  
Principal, John Doe

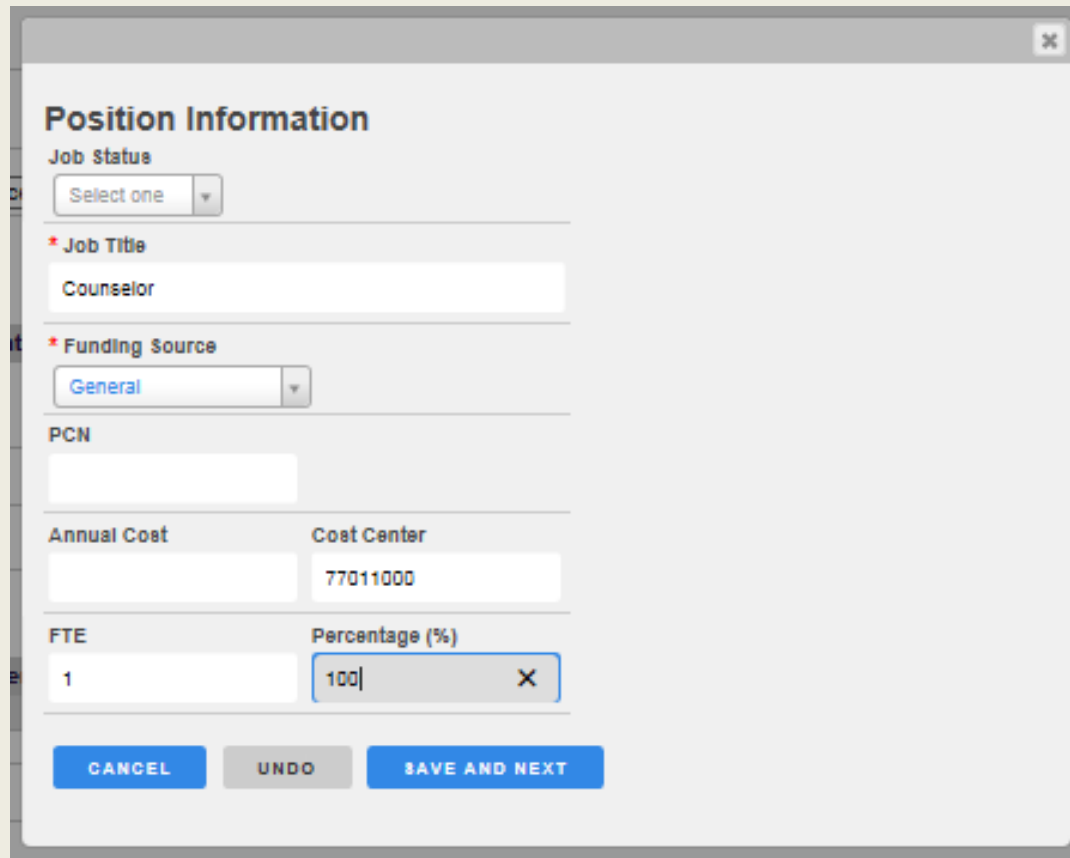
Requesting Site

Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS



Start by completing the first section

# Add New Allocation Request



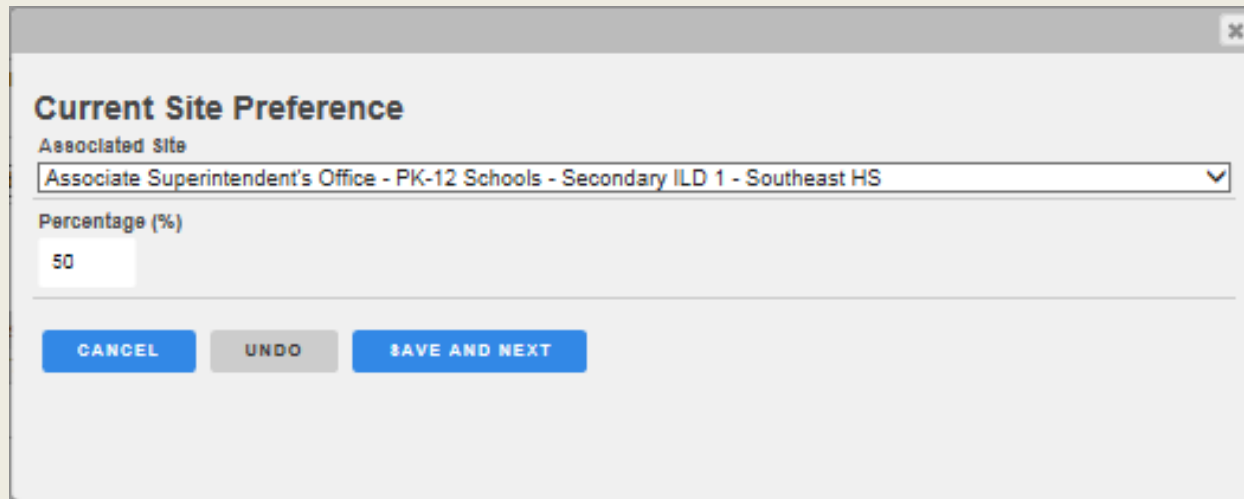
The screenshot shows a web form titled "Position Information" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Job Status:** A dropdown menu with "Select one" as the placeholder.
- \* Job Title:** A text input field containing the value "Counselor".
- \* Funding Source:** A dropdown menu with "General" as the selected value.
- PCN:** An empty text input field.
- Annual Cost:** An empty text input field.
- Cost Center:** A text input field containing the value "77011000".
- FTE:** A text input field containing the value "1".
- Percentage (%):** A text input field containing the value "100", with a clear button (X) to its right.

At the bottom of the form, there are three buttons: "CANCEL", "UNDO", and "SAVE AND NEXT".

Then the second section (Position Information)

# Add New Allocation Request



The screenshot shows a web form titled "Current Site Preference" with a close button (X) in the top right corner. Below the title, there is a label "Associated Site" followed by a dropdown menu. The dropdown menu is open, showing the selected text "Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS" and a downward arrow. Below the dropdown, there is a label "Percentage (%)" followed by a text input field containing the number "50". At the bottom of the form, there are three buttons: "CANCEL" (blue), "UNDO" (gray), and "SAVE AND NEXT" (blue).

Section three (Current Site(s)) is only used when requesting to move a position to a different location than indicated in section one OR when PCN/Position will be shared between two or more sites

# Add New Allocation Request

## Allocation Request

Document #  
0000875251

### \*Allocation Type

☒ Add New Allocation ☐ Delete Existing Allocation ☐ Modify Existing Allocation

### \*Date Position can be Filled

07/22/2018

### Requested by

Principal, John Doe

### Requesting Site

Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS

## Position Information (1)

ADD

	Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Proposed	Counselor	General			77011000	1	100

New  
position

### Job Classification

☒ Certified ☐ Non Certified

### Current Site(s)

ADD

	Associated Site	Percentage (%)
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS	50
<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>	Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Grant HS	50

Split  
between 2  
sites

Once complete, submit

Select your  
Supervisor  
in the

\*User  
dropdown  
box

Then enter  
your  
SearchSoft  
password  
and Submit

Submit Allocation Request ▼ (Help) BACK UNDO

Next user document assigned to: 'Director/Sr. Officer' user

\*User Select One ▼

Enter password in signature box below to confirm and/or approve the above document

\* Signature ( Search Soft Password):

Comment:

SUBMIT

# Delete Allocation Request

## Allocation Request

Document #  
0000875251

### \*Allocation Type

☐ Add New Allocation ☒ Delete Existing Allocation ☐ Modify Existing Allocation

(PCN cannot be deleted until employee is removed via organizational reassignment or separation.) \*Effective Date of Deletion

Requested by  
Principal, John Doe

Requesting Site



## Position Information (0)

ADD

Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
------------	------------	-----------------	-----	-------------	-------------	-----	----------------



No results

### Job Classification

☐ Certified ☐ Non Certified

### Staffing Recommendation Submitted?

☐ Yes ☐ No

Who is presently filling this position?

Proposed location for present employee reassignment:

EE Subgroup

(Select an action)

(Help)

BACK

UNDO

# Delete Allocation Request

<b>Allocation Request</b>	
Document # 0000875279	
<b>*Allocation Type</b> <input type="radio"/> Add New Allocation <input checked="" type="radio"/> Delete Existing Allocation <input type="radio"/> Modify Existing Allocation	
(PCN cannot be deleted until employee is removed via organizational reassignment or separation. ) <b>*Effective Date of Deletion</b> <input type="text" value="07/28/2016"/>	
<b>Requested by</b> Principal, John Doe	<b>Requesting Site</b> Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS

Start by completing the first section



# Delete Allocation Request

**Position Information**

Job Status  
Current

\* Job Title  
Counselor

\* Funding Source  
General

PCN  
1234

Annual Cost  
Cost Center  
77011000

FTE  
Percentage (%)


CANCEL UNDO SAVE AND NEXT

**NOTE: Cost Center  
MUST be  
completed  
correctly or the  
request will be  
denied.**

**Cost Center is 8  
digits  
Site Code = 3  
Funding Source = 5**

Then the second section (Position Information)

# Delete Allocation Request

<b>Job Classification</b> <input type="radio"/> Certified <input checked="" type="radio"/> Non Certified	
<b>Staffing Recommendation Submitted?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>Who is presently filling this position?</b> <input type="text"/>	<b>Proposed location for present employee reassignment:</b> <input type="text"/>
<b>EE Subgroup</b> <input type="text"/>	
<div>(Select an action)  <a href="#">(Help)</a> <a href="#">BACK</a> <a href="#">UNDO</a></div>	

If the PCN is currently filled, you must provide the employee information

Select your  
Supervisor  
in the  
\*User  
dropdown  
box

Then enter  
your  
SearchSoft  
password  
and Submit

The screenshot shows a web form titled "Submit Allocation Request" with a "(Help)" link. At the top right are "BACK" and "UNDO" buttons. A grey banner states "Next user document assigned to: 'Director/Sr. Officer' user". Below this is a "\*User" dropdown menu currently showing "Select One". Another grey banner instructs the user to "Enter password in signature box below to confirm and/or approve the above document". This is followed by a "\* Signature ( Search Soft Password):" label and an empty text input box. Below the signature box is a "Comment:" label and a large text area with a vertical scrollbar. At the bottom left is a blue "SUBMIT" button.

Submit Allocation Request (Help) BACK UNDO

Next user document assigned to: 'Director/Sr. Officer' user

\*User Select One

Enter password in signature box below to confirm and/or approve the above document

\* Signature ( Search Soft Password):

Comment:

SUBMIT

# Modify Allocation Request Form

**Allocation Request**  
Document #  
0000875251

**\*Allocation Type**  
☐ Add New Allocation ☐ Delete Existing Allocation ☒ Modify Existing Allocation

**\*Effective Date of Modification**

**Requested by**  
Principal, John Doe

**Requesting Site**

**Position Information (0)**  

ADD

Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
No results							

**Job Classification**  
☐ Certified ☐ Non Certified

**Current Site(s)**  

ADD

Associated Site	Percentage (%)
No results	

**Staffing Recommendation Submitted?**  
☐ Yes ☐ No

**Proposed location for present employee reassignment:**

**Proposed Site(s)**  

ADD

Associated Site	Percentage (%)
No results	

**EE Subgroup**

**New PCN**

(Select an action)

[\(Help\)](#)

BACK

UNDO

# Modify Allocation Request Form

## Allocation Request

Document #  
0000875279

### \*Allocation Type

☐ Add New Allocation ☐ Delete Existing Allocation ☒ Modify Existing Allocation

### \*Effective Date of Modification

07/22/2016

Requested by  
Principal, John Doe

### Requesting Site

Associate Superintendent's Office - PK-12 Schools - Secondary ILD 1 - Southeast HS

## Position Information (2)

ADD

			Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	Current	Secondary English	General	8888		77011000	1	100
<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	Proposed	Secondary English II	General	8888		77011000	1	100

An Allocation Modification requires that you provide the *Current* Job Status and the *Proposed* Job Status

Select your  
Supervisor  
in the

\*User  
dropdown  
box

Then enter  
your  
SearchSoft  
password  
and Submit

Submit Allocation Request ▼ (Help) BACK UNDO

Next user document assigned to: 'Director/Sr. Officer' user

\*User Select One ▼

Enter password in signature box below to confirm and/or approve the above document

\* Signature ( Search Soft Password):

Comment:

SUBMIT

# SearchSoft Toolbar

Help · **eForms** ▾ Jobs ▾ Searching ▾ Account Information ▾

eForms ▾ Jobs ▾ Searching ▾ Account Information ▾

Pending Items

Parked Items

Allocation Request

Document Search

Mass Approve Documents

meet your needs.

Click Document Search to find any documents created by you or regarding your site(s).

# Document Search

**Document Search** has many criteria from which to choose.

Narrow you search by being more specific.

## Popular searches:

- Document Status
- Document #
- RTH
- Allocation Request
- Applicant Status

## Document Search

Use this page to search for documents.

Start/Effective Date	<input type="text"/>
Document Status	<input type="text" value="Select one or more"/>
Any Document Version of type	<input type="text" value="Select one or more"/>
Document #	<input type="text"/>
Building/Department	<input type="text" value="v"/>
Creator	<input type="text" value="Select one or more"/>
Created After (date)	<input type="text"/>
Created Before (date)	<input type="text"/>
Completed After (date)	<input type="text"/>
Completed Before (date)	<input type="text"/>
Waiting for release? <input type="radio"/> Yes <input type="radio"/> No	
<div><div>PREVIOUS</div><div>RESET</div><div>SUBMIT</div></div>	



# Document Search

## Document Search

Use this page to search for documents.

Start/Effective Date

Document Status

Any Document Version of type

Document #

Building/Department

Creator

Created After (date)

Created Before (date)

Completed After (date)

Completed Before (date)

Waiting for release? ☐ Yes ☐ No

# Document Search

## Document Search

Use this page to search for documents.

Start/Effective Date

Document Status

Any Document  
Version of type

Document #

Building/Department

Creator

Created After (date)

Created Before  
(date)

Completed After  
(date)

Completed Before  
(date)

Waiting for release? ☐ Yes ☐ No

PREVIOUS

RESET

SUBMIT

Allocation Request  
e-Reference  
Request to Hire  
Request to Post Job  
Resignation/Separation

# Document Search

## Document Search

Use this page to search for documents.

Start/Effective Date

Document Status

Any Document Version of type

Document #

Building/Department

Creator

- Addison, John (John Addison)
- Principal, John Doe (Principal John Doe)
- Principal, Test (Test Principal)
- Zacarias, Heather (Heather Zacarias)

Created After (date)

Created Before (date)

Completed After (date)

Completed Before (date)

Waiting for release? ☐ Yes ☐ No

PREVIOUS

RESET

SUBMIT

# SearchSoft Toolbar

Help · **eForms** ▾ Jobs ▾ Searching ▾ Account Information ▾

eForms ▾ Jobs ▾ Searching ▾ Account Information ▾

Pending Items

Parked Items

Allocation Request

Document Search

Mass Approve Documents

meet your needs.

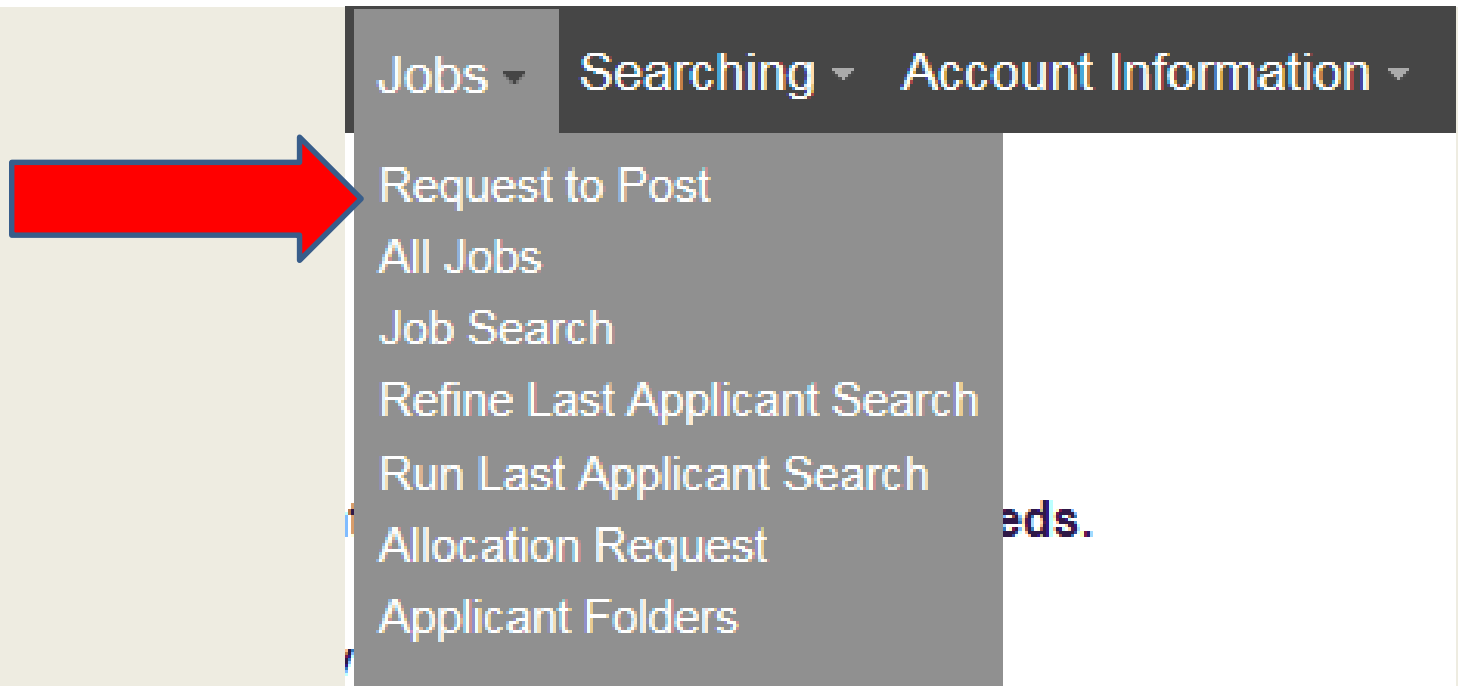
Principals should not use Mass  
Approve Documents

# SearchSoft for Administrators



# Jobs

Help ▾ eForms ▾ Jobs ▾ Searching ▾ Account Information ▾



Click Request to Post (RTP) initiate an RTP

# Request to Post (Job)

## Request to Post Job

\*Open Date

\*Location

 ▼

\*Position Title

\*Position Control Number

(Select an action)



[\(Help\)](#)

BACK

UNDO

Location will default to Oklahoma City Public Schools but you must change it to your site.

# Request to Post (Job)

**Request to Post Job**

\*Open Date

07/22/2016

\*Location

Adams Elementary

▼

\*Position Title

Kindergarten Teaching Assistant

\*Position Control Number

50001111

(Select an action) ▼

[\(Help\)](#)

BACK

UNDO

Complete all required fields



# Request to Post (Job)

Next user document assigned to: 'Recruiter' user

\*User

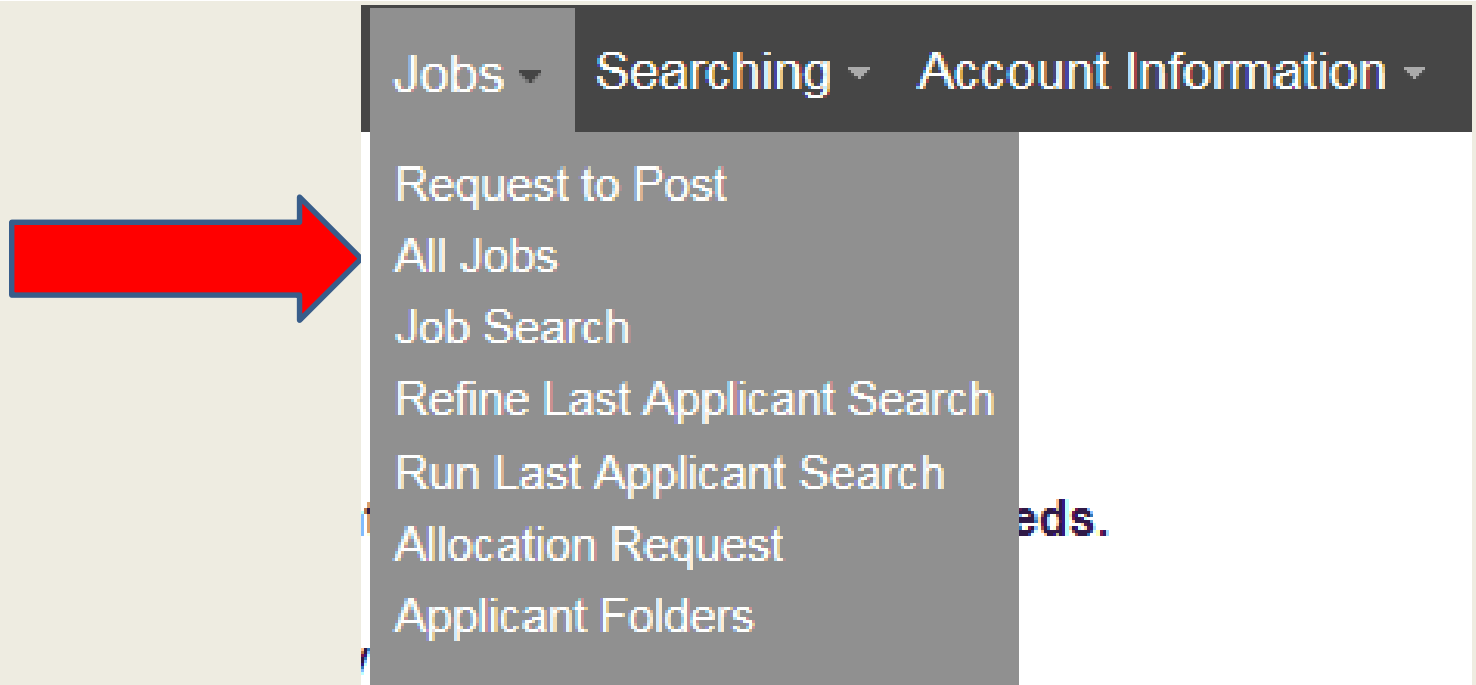
Enter password in signature box below to confirm and/or approve the above document

\* Signature (SearchSoft Password):

Comment:

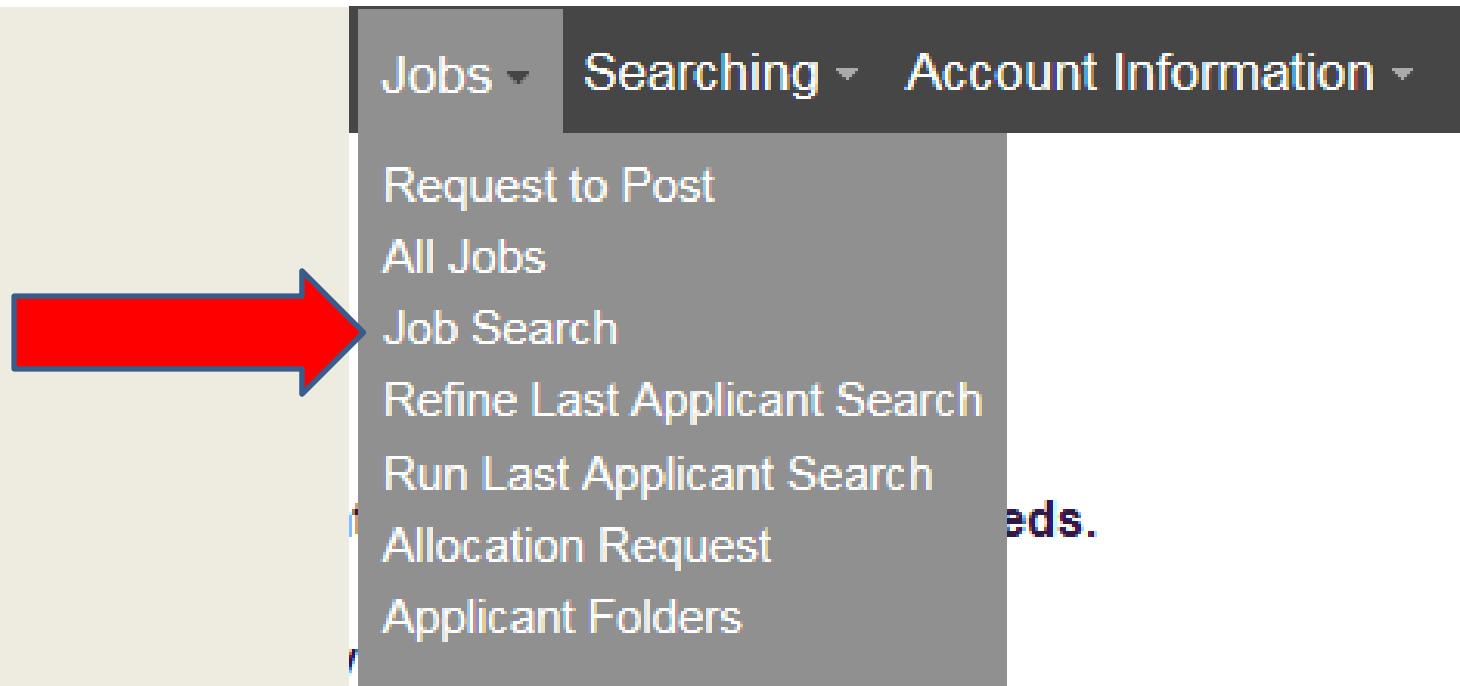
Submit to your designated Business Partner

Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾



Click All Jobs to view jobs for your site

Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾



Click Job Search to find a specific job or job type for your site

# Fill out the criteria on which you wish to search

## Job Search

Use this page to filter your view of job postings. If you choose to "Save these choices as my default," you will not need to fill this form out in the future unless your job viewing needs change.

Job Title

Location

You may select more than one.  
[Help with select boxes](#)

PCN#

Job Status

Archived? ☐ Yes ☐ No

Applicant Type

Scope

Added in last *n* days

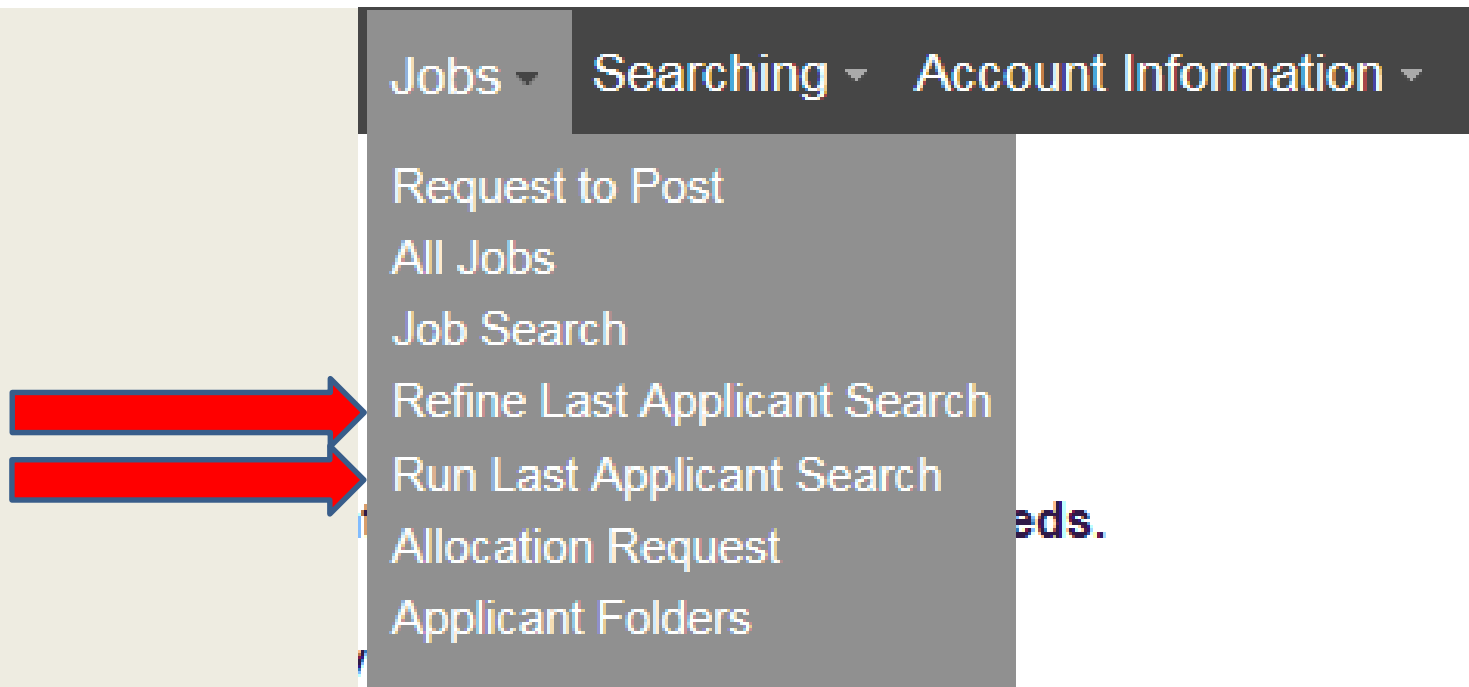
Save these choices as my default? [\(Help\)](#) ☐ Yes

BACK

RESET

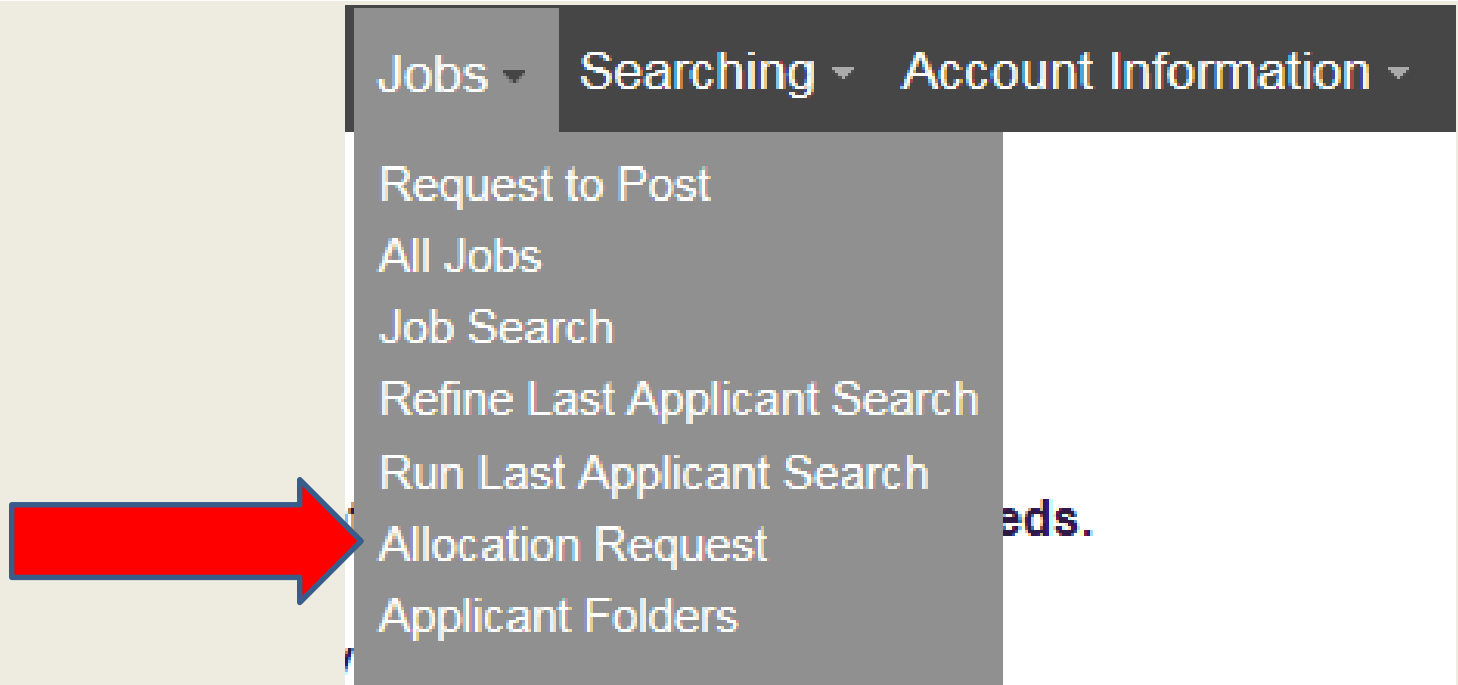
SUBMIT

Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾



These search options recall your last search  
option selections

Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾



Click Allocation Request to initiate an Allocation Request

# Allocation Request Form

## Allocation Request

Document #  
0000875116

### \*Allocation Type

☐ Add New Allocation ☐ Delete Existing Allocation ☐ Modify Existing Allocation

Requested by  
Principal, John Doe

Requesting Site



## Position Information (0)

ADD

Job Status	*Job Title	*Funding Source	PCN	Annual Cost	Cost Center	FTE	Percentage (%)
------------	------------	-----------------	-----	-------------	-------------	-----	----------------



No results

### Job Classification

☐ Certified ☐ Non Certified

### EE Subgroup

(Select an action) ▼

(Help)

BACK

UNDO

Allocation Request Form is used to Add, Modify or Delete an allocation. Every form is assigned a document number. This enables you to easily search for the Allocation.

Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾

Jobs ▾ Searching ▾ Account Information ▾

Request to Post

All Jobs

Job Search

Refine Last Applicant Search

Run Last Applicant Search

Allocation Request

Applicant Folders



Click Applicant folder to view your applicant folders or “Public” applicant folders



# SearchSoft for Administrators



# Searching

Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾

Searching ▾ Account Information ▾

Applicant Search

Applicant Quick Search

Saved Searches

Refine Last Applicant Search

Run Last Applicant Search

Job Search

Applicant Folders

Search Applicant Emails

ATED BY ▾

# Fill out the criteria on which you wish to search

**Applicant Search** has many criteria from which to choose.

Narrow your search by being more specific.

## Popular searches:

- Applicant Type
- Employment Preference
- Core Content Subject
- Applicant Status
- Account Creation Date

## Applicant Search

This searching page is for finding applicants within the system. Fill out the criteria on which you wish to search, and then click the "Submit" button to find any matches. To clear the form and start over again, click the "Reset" button. If you leave criteria blank, those items will not exclude any applicants or otherwise affect the search results. The more criteria that are filled out, the more specific the search will be.

Performing wildcard searches will give you more flexibility in your searches. To search for applicants with a last name that begins with the letter "R," enter R\* into the Last Name field. Wildcards may be used before, after, and/or in the midst of other characters.

\* - Multiple characters

? - Single character

BACK

RESET

SUBMIT

### Important Searching Information

## General Information

You can search for applicants based on some general information. The system is set to look for active applicants, unless you select something else in the Applicant Status pulldown.



Last Name

First Name

Middle Initial

Maiden Name

Email address

# Fill out the criteria on which you wish to search

**Applicant Search** pulls information that is provided by the applicant.

**Administrators** must verify they meet the minimum requirements prior to submitting a Request to Hire.

Click **Save Search** at the bottom of your results screen.

*Example:* 139 certified applicant created their account after 6/1/2016 30 were hired so 109 are still available.

## Applicant Search

This searching page is for finding applicants within the system. Fill out the criteria on which you wish to search, and then click the "Submit" button to find any matches. To clear the form and start over again, click the "Reset" button. If you leave criteria blank, those items will not exclude any applicants or otherwise affect the search results. The more criteria that are filled out, the more specific the search will be.

Performing wildcard searches will give you more flexibility in your searches. To search for applicants with a last name that begins with the letter "R," enter R\* into the Last Name field. Wildcards may be used before, after, and/or in the midst of other characters.

\* - Multiple characters

? - Single character

BACK

RESET

SUBMIT

### Important Searching Information

## General Information

You can search for applicants based on some general information. The system is set to look for active applicants, unless you select something else in the Applicant Status pulldown.



Last Name

First Name

Middle Initial

Maiden Name

Email address

Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾

Searching ▾ Account Information ▾

Applicant Search

Applicant Quick Search

Saved Searches

Refine Last Applicant Search

Run Last Applicant Search

Job Search

Applicant Folders

Search Applicant Emails

ATED BY ▾

If you know the name or email address of the applicant, use Applicant Quick Search

**\* When using quick search please make sure the account is not deactivated. This will stop the process due to the status of the account, resulting in slowing down the hiring process.**

## Applicant Quick Search

Last Name

First Name

Email address

**BACK** **RESET** **SUBMIT**

Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾

Searching ▾ Account Information ▾

Applicant Search

Applicant Quick Search

Saved Searches

Refine Last Applicant Search

Run Last Applicant Search

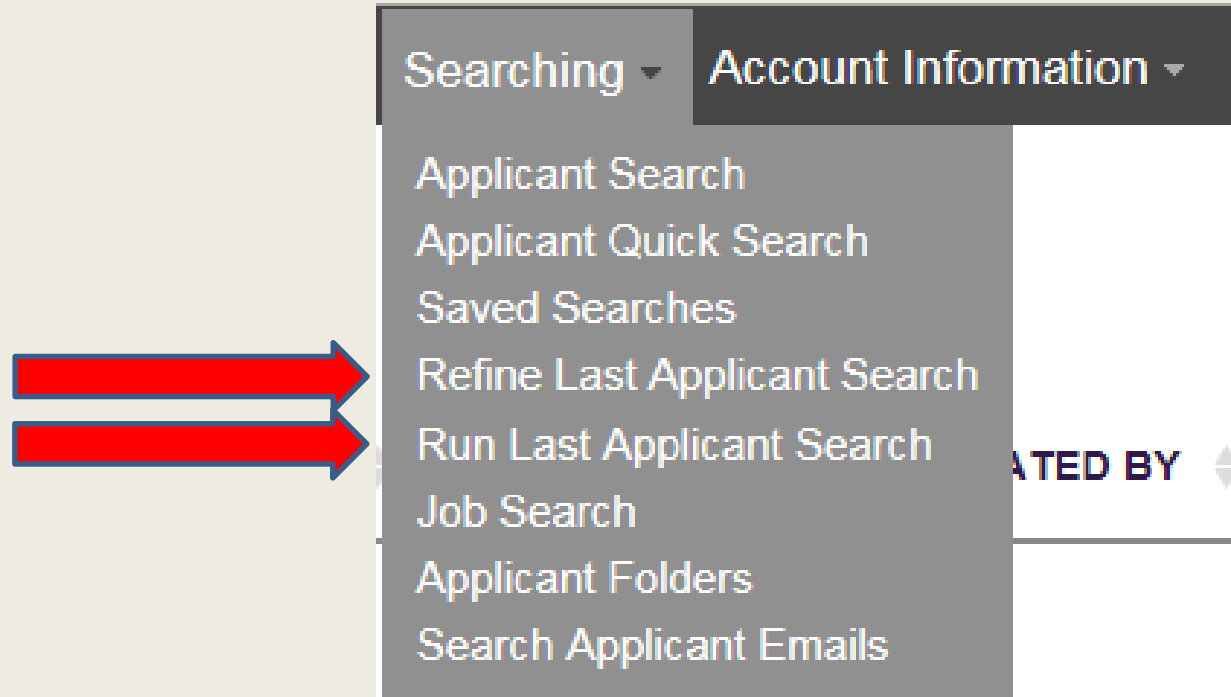
Job Search

Applicant Folders

Search Applicant Emails

ATED BY ▾

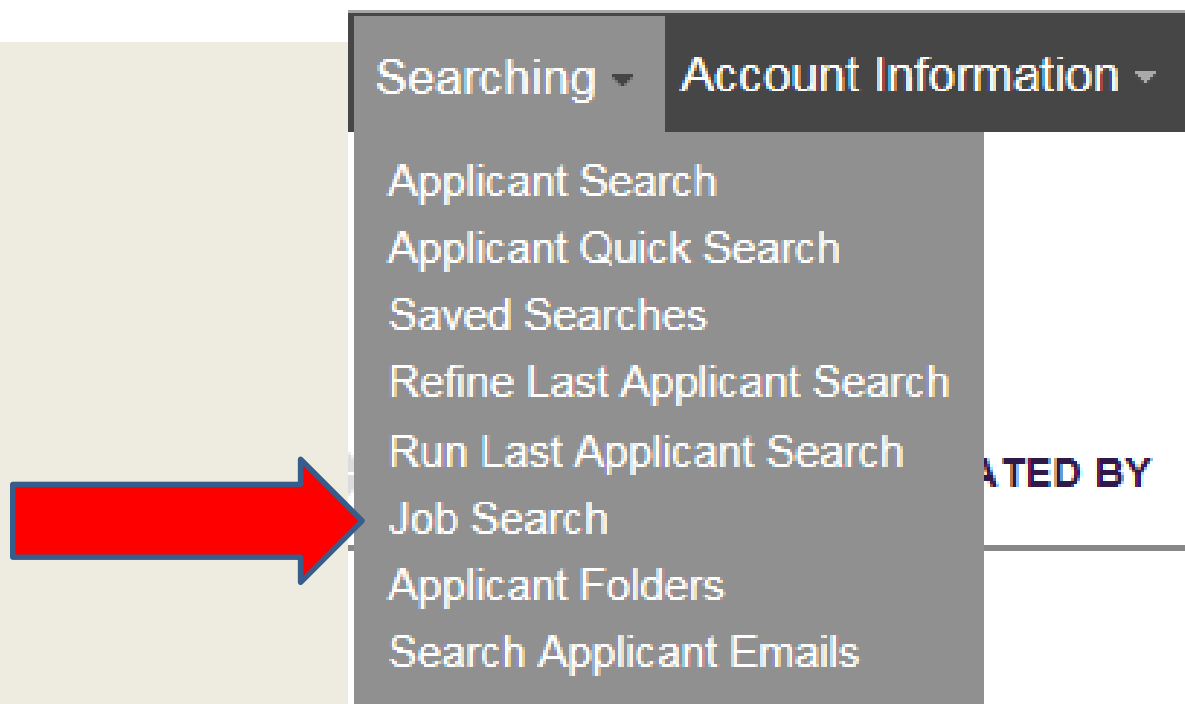
Help ▾ eForms ▾ **Jobs ▾** Searching ▾ Account Information ▾



These search options recall your last search option selections



Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾



Click Job Search to find a specific job or job type  
for your site

# Fill out the criteria on which you wish to search

## Job Search

Use this page to filter your view of job postings. If you choose to "Save these choices as my default," you will not need to fill this form out in the future unless your job viewing needs change.

Job Title

Location

You may select more than one.  
[Help with select boxes](#)

PCN#

Job Status

Archived? ☐ Yes ☐ No

Applicant Type

Scope

Added in last *n* days

Save these choices as my default? [\(Help\)](#) ☐ Yes

BACK

RESET

SUBMIT

Help ▾ eForms ▾ Jobs ▾ **Searching ▾** Account Information ▾

Searching ▾ Account Information ▾

Applicant Search

Applicant Quick Search

Saved Searches

Refine Last Applicant Search

Run Last Applicant Search

Job Search

Applicant Folders

Search Applicant Emails



Allows you to Search or Add emails you would like to send to an applicant

Request to Hire  
Process:  
Following the RTH  
from Start to Finish!!

## Search Results

Subject User Burrows, Kerry (kerryburrows69)

(Select an action)  (Help)

	SUBJECT USER	DATE CREATED	FORM	CURRENT FORM STATUS	CREATED BY	SUMMARY
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	06/20/2015	Reference Feedback for Kerry Burrows at Oklahoma City Public Schools	Returned	Burrows, Kerry	Reference Shauna Becker for applicant Burrows, Kerry
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	06/20/2015	Reference Feedback for Kerry Burrows at Oklahoma City Public Schools	Returned	Burrows, Kerry	Reference Shannon McCroskey for applicant Burrows, Kerry
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	06/20/2015	Reference Feedback for Kerry Burrows at Oklahoma City Public Schools	Returned	Burrows, Kerry	Reference Oneta Johnson for applicant Burrows, Kerry
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	11/25/2015	Request to Hire (2015-2016 SECONDARY -Teacher-CTE Family Consumer Science 50007684)	Background Check Follow Up	Frederick, Greg	Burrows, Kerry - Grant HS - 2015-2016 SECONDARY -Teacher-CTE Family Consumer Science 50007684
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	12/01/2015	Non Continuing Certified Teacher Contract	Complete	Marlar, Cassandra	Burrows, Kerry
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	12/03/2015	I-9	Completed Verified	Marlar, Cassandra	Burrows, Kerry
<input type="button" value="VIEW"/>	Burrows, Kerry (kerryburrows69)	12/03/2015	W-4	Complete	Marlar, Cassandra	Burrows, Kerry

You must click on VIEW to open and track actions on the RTH.

## Request to Hire - New (2018-2019 SECONDARY-HS-Teacher-Science 50009400)

[PRINT](#) this page

This page is for providing information on a hiring request. Start by filling out each of the boxes. When you have finished filling out the page, select the appropriate action and enter your password in the signature field.

Document Status :

\*Action Types

- Employment (First time working in district)

Applicant Type:  
Reorganization, New Hire,  
Reemployment, Etc.

Please verify the following. If any of this information is incorrect, please update it accordingly and submit the form. If no changes are necessary, simply submit the form as is.

Courtesy Title  
Mr.

Street Address  
2221 Gatewood ave

Home Phone  
4056158069

Employee ID

\*SSN

\*Recommended Start Date  
07/16/2018

### EMERGENCY CONTACT(S):

Name

Relationship

Phone 1

Phone 2

Name

Relationship

Phone 1

Phone 2

### Recommendation Details

\*Position Requested  
2018-2019 SECONDARY-HS-Teacher-Science 50009400

\*Location  
Chief Academic Officer - PK-12 Schools - Secondary ILD 2 - Grant HS

School Year – Title - PCN

Position Control Number  
50009400

Duty Days  
248

**Additional Job Information**  
Reports To: Building Administrator  
FSLA Status: Exempt  
Compensation: 001 (Step determined by education and experience.)  
Work Days: 181  
FTE: 100

External candidate of choice must pass a pre-employment drug test (no cost to applicant).

The top portion of the RTH shows personal information about the Applicant. It also provides information about the recommended position for the applicant.

\*First Name  
Emmanuel

\*Last Name  
Castro

MI  
You **MUST** enter a hyphen (-) if you have no middle name!  
A

City  
Oklahoma City

State  
Oklahoma

Zip  
73106

Cell Phone Number

Email  
emmanuelcastro60@gmail.com

\*Birth Date

Teacher Certification Number

**At the bottom of the RTH you can track the applicant progress through the entire hiring process. You can find the following information:**

- Who's queue is the applicant in?
- Notes – What is holding up the process?
- Is the Applicant scheduled for Onboarding?
- Does the Applicant have a contract?
- Have they been given their Drug Screen/Background check?
- Did they meet the qualifications for the position? If not...why?
- What is their start date?

Applicant Snapshot - [View Attachment](#)

[View the application](#)

**Signature**

Signed by:Hiring Authority

Action:Submit to Recruiter Verification

Assigned to:'Recruiter' user (Tasia Morgan)

Electronic Signature:Kandy Hunt (Kandy Hunt)

Signature date/time:Tue Jun 05 09:45:01 EDT 2018

Comment(s):

Emergency Cert turned into Jessica.

**Signature**

Signed by:'Recruiter' user

Action:Submit Compensation Contract Generation

Assigned to:any 'Compensation' user

Electronic Signature:Tasia Morgan (Tasia Morgan)

Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: V Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting

**Signature**

Signed by:any 'Compensation' user

Action:New Hire - Issue Contract

Assigned to:any 'Data Entry' user

Electronic Signature:Cindy Bolton (Cindy Bolton)

Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIRE -Emmanuel A Castro 2018-2019 SECONDARY-HS-Teacher-Science 50009400 \*Location Chief Academic Officer - PK-12 Schools - Secondary ILD 1 - Grant HS

**Signature**

Signed by:any 'Data Entry' user

Action:Contract was Accept

Assigned to:any 'Drug Screen' user

Electronic Signature:Caroline Hunt (Caroline Hunt)

Signature date/time:Wed Jul 11 17:08:50 EDT 2018

**Signature**

Signed by:any 'Drug Screen' user

Action:Passed Drug Screen

Assigned to:any 'Background Check' user

Electronic Signature:Jesus Macluf (Jesus Macluf)

Signature date/time:Thu Jul 12 11:17:26 EDT 2018

Comment(s):

Passed Drug Screen 07/12/2018

**Signature**

Signed by:any 'Background Check' user

Action:Approved/On File

Assigned to:any 'Data Entry' user

Electronic Signature:Gina Sadberry (Gina Sadberry)

Signature date/time:Thu Jul 12 13:44:15 EDT 2018

Comment(s):

BC Completed 5/26/2018

**This section explains who initiated the RTH (the Hiring Authority) and which Business Partner received the RTH.**



Applicant Snapshot - [View Attachment](#)

[View the application](#)

### Signature

Signed by:Hiring Authority	Action:Submit to Recruiter Verification	Assigned to:'Recruiter' user (Tasia Morgan)
Electronic Signature:Kandy Hunt (Kandy Hunt)		Signature date/time:Tue Jun 05 09:45:01 EDT 2018

Comment(s):

Emergency Cert turned into Jessica.

### Signature

Signed by:'Recruiter' user	Action:Submit Compensation Contract Generation	Assigned to:any 'Compensation' user
Electronic Signature:Tasia Morgan (Tasia Morgan)		Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: Verified Vacant Applicant Status: New Hire Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting. Please process

### Signature

Signed by:any 'Compensation' user	Action:New Hire - Issue Contract	Assigned to:any 'Data Entry' user
Electronic Signature:Cindy Bolton (Cindy Bolton)		Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIR Academic Officer - PK-12 Schools - Secondary Science Teacher-Science 50009400 \*Location Chief

### Signature

Signed by:any 'Data Entry' user	Action:Contract was Accept	Assigned to:any 'Drug Screen' user
Electronic Signature:Caroline Hunt (Caroline Hunt)		Signature date/time:Wed Jul 11 17:08:50 EDT 2018

### Signature

Signed by:any 'Drug Screen' user	Action:Passed Drug Screen	Assigned to:any 'Background Check' user
Electronic Signature:Jesus Macluf (Jesus Macluf)		Signature date/time:Thu Jul 12 11:17:26 EDT 2018

Comment(s):

Passed Drug Screen 07/12/2018

### Signature

Signed by:any 'Background Check' user	Action:Approved/On File	Assigned to:any 'Data Entry' user
Electronic Signature:Gina Sadberry (Gina Sadberry)		Signature date/time:Thu Jul 12 13:44:15 EDT 2018

Comment(s):

BC Completed 5/26/2018

**After the PCN, Title and Vacancy is verified by the Business Partner, they will then verify the minimum requirements through the OSDE website.  
For certified staff or by reviewing their work history and uploaded documents (Work Keys, etc.)**

**If the applicant does not meet the minimum requirements, the Business Partner will send the RTH back to the Hiring Authority.**

**Principals must review the OSDE website prior to submitting the RTH.**

Districts will still be required to enter Accreditation data online, as usual, beginning October 1st and to be completed and certified by the deadline of Friday, October 23rd.

If you have questions, please contact the Accreditation office at 405-521-3333.



### Accreditation Application

[Click Here to Start Accreditation Application](#)

Accreditation Application, Your report is due on October 15



### Educator Search

[Search for Educator](#)

Use educator Search to find a specific teacher's credentials and assignments.



### Document Upload

[Upload Document](#)



### Educator Assignments

[View Assigned Teachers](#)

The screen defaults to educators who belong to your site and have not yet had any classes assigned. You can use the drop down filters to see your highly qualified educators, not highly qualified educators, special education, and alternative education teachers.



### Reports & Exceptions

[View Reports](#)

Lists all available printable pdf reports.

# Below is an example of a teacher's credentials from the OSDE website

Teacher Assignments/Certificate Areas CO-Teacher Assignments HQT APPS PERSONNEL DATA

Teacher Assignments												
Edit	Delete	Co	Dist	Site	Class Code	Class Description	Units	Program	Students	Highly Qualified	HQ Method	Action
		36	I071	135	1013	Pre-K (Full Day)	0.00	Self Contained - Pre-K (Full Day)	17	HQ	TEST	
<a href="#">Click Here To Add New Class Assignment</a>												

Teacher Certificate Areas										
Class Assignments	Area Code	Area Description	Grade Level Code	Grade Level Description	Originally Issued	Effective Date	Expires	Highly Qualified	Action	HQ Method
Classes	1003	EARLY CHILDHOOD	91	Pre-K to Grade 3	08/11/2014	07/01/2016	06/30/2021	HQ		Tested
Classes	1600	ELEMENTARY EDUCATION	93	Grades 1 to 8	08/11/2014	07/01/2016	06/30/2021	HQ		Tested

Teacher Degrees							
Country	State	Institution	Degree	Major One	Major Two	Major Three	Degree Date
US	IN	University Of Evansville	B	Elementary Education			5/31/2014 12:00:00 AM

Oklahoma Tests Passes				National Board Certificates On File		
Test Code	Test Description	Test Year	Test Month	Certificate Description	Grade Level Description	Year Earned
105	EARLY CHILDHOOD EDUCATION	2016	02	No National Board Certificates On File		
000	ELEMENTARY EDUCATION	2015	12			
174	OKLA GENERAL EDUC TEST (OGET)	2015	12			

Applicant Snapshot: [View Attachment](#)

[View the application](#)

### Signature

Signed by:Hiring Authority	Action:Submit to Recruiter Verification	Assigned to:'Recruiter' user (Tasia Morgan)
Electronic Signature:Kandy Hunt (Kandy Hunt)		Signature date/time:Tue Jun 05 09:45:01 EDT 2018

Comment(s):

Emergency Cert turned into Jessica.

### Signature

Signed by:'Recruiter' user	Action:Submit Compensation Contract Generation	Assigned to:any 'Compensation' user
Electronic Signature:Tasia Morgan (Tasia Morgan)		Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: Verified Vacant Applicant Status: New Hire Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting. Please process

### Signature

Signed by:any 'Compensation' user	Action:New Hire - Issue Contract	Assigned to:any 'Data Entry' user
Electronic Signature:Cindy Bolton (Cindy Bolton)		Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIRE -Emmanuel A Castro 2018-2019 SECONDARY-HS-Teacher-Science 50009400 \*Location Chief Academic Officer - PK-12 Schools - Secondary ILD 1 - Grant HS

### Signature

Signed by:any 'Data Entry' user	Action:New Hire - Issue Contract	Assigned to:any 'Drug Screen' user
Electronic Signature:Caroline Hunt (Caroline Hunt)		Signature date/time:Wed Jul 11 17:08:50 EDT 2018

### Signature

Signed by:any 'Drug Screen' user	Action:New Hire - Issue Contract	Assigned to:any 'Background Check' user
Electronic Signature:Jesus Macluf (Jesus Macluf)		Signature date/time:Thu Jul 12 11:17:26 EDT 2018

Comment(s):

Passed Drug Screen 07/12/2018

### Signature

Signed by:any 'Background Check' user	Action:New Hire - Issue Contract	Assigned to:any 'Data Entry' user
Electronic Signature:Gina Sadberry (Gina Sadberry)		Signature date/time:Thu Jul 12 13:44:15 EDT 2018

Comment(s):

BC Completed 5/26/2018

**After the Business Partners finish reviewing the minimums of the job , the RTH is forwarded to the Compensation Department.**

Electronic Signature:Tasia Morgan (Tasia Morgan)

Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: Verified Vacant Applicant Status: New Hire Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting. Please process

### Signature

Signed by:any 'Compensation' user

Action:New Hire - Issue Contract

Assigned to:any 'Data Entry' user

Electronic Signature:Cindy Bolton (Cindy Bolton)

Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIRE -Emmanuel A Castro 2018-2019 SECONDARY-HS-Teacher-Science 50009400 \*Location Chief Academic Officer - PK-12 Schools - Secondary ILD 1 - Grant HS

### Signature

Signed by:any 'Data Entry' user

Action:Contract

Electronic Signature:Caroline Hunt (Caroline Hunt)

### Signature

Signed by:any 'Drug Screen' user

Action:Passed

Electronic Signature:

Comment(s):

Passed

### Signature

Signed by:any 'Data Entry' user

Action:Approved/On File

Assigned to:any 'Data Entry' user

Electronic Signature:

Comment(s):

BC Com

**Accepted** - Data entry will email out the drug screen and background check and eforms are released to them to fill out.  
**Declined**- Will go to data entry to cancel the RTH this way the posting will reopen.

**Compensation generates and sends out a contract to the new hire. The new hire can accept, decline, or send back their contract to Complementation.**

### Signature

Signed by:any 'Data Entry' user

Action:Sent Onboarding Invite Assigned to:any 'Data Entry' user

Electronic Signature:Caroline Hunt (Caroline Hunt)

Representing:Austin Strolle (Austin Strolle)

Signature date/time:Fri Jul 13 10:03:47 EDT 2018

### Signature

Signed by:any 'Data Entry' user

Action:Attended Onboarding-- RTH Complete

Electronic Signature:Caroline Hunt (Caroline Hunt)

Signature date/time:Wed Aug 01 08:49:16 EDT 2018

End of Document Processing - Wed Aug 01 08:49:23 EDT 2018 (RTH Complete )

[View "Request to Hire - New" Workflow](#)

Electronic Signature:Tasia Morgan (Tasia Morgan)

Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: Verified Vacant Applicant Status: New Hire Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting. Please process

**Signature**

Signed by:any 'Compensation' user

Action:New Hire - Issue Contract

Assigned to:any 'Data Entry' user

Electronic Signature:Cindy Bolton (Cindy Bolton)

Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIRE -Emmanuel A Castro 2018-2019 SECONDARY-HS-Teacher-Science 50009400 \*Location Chief Academic Officer - PK-12 Schools - Secondary ILD 1 - Grant HS

**Signature**

Signed by:any 'Data Entry' user

Action:Contract was Accept

Assigned to:any 'Drug Screen' user

Electronic Signature:Caroline Hunt (Caroline Hunt)

Signature date/time:Wed Jul 11 17:08:50 EDT 2018

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Electronic Signature:Jesus Macluf (Jesus Macluf)

Signature date/time:Thu Jul 12 11:17:26 EDT 2018

Comment(s):

Passed Drug Screen 07/12/2018

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Assigned to:any 'Data Entry' user

Electronic Signature:Gina Sadberry (Gina Sadberry)

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Comment(s):

BC Completed 5/26/2018

**Signature**

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Signed by:any 'Data Entry' user

Action:Attended Onboarding--RTH Complete

Electronic Signature:Caroline Hunt (Caroline Hunt)

Signature date/time:Wed Aug 01 08:49:16 EDT 2018

**End of Document Processing - Wed Aug 01 08:49:23 EDT 2018 (RTH Complete )**

[View "Request to Hire - New" Workflow](#)

**After employee receives the email they will first go take a drug screen within 48 hrs. Second they will need to go get a Background check and uploading the receipt to [joinokcps@okcps.org](mailto:joinokcps@okcps.org)**

Electronic Signature:Tasia Morgan (Tasia Morgan)

Signature date/time:Wed Jul 11 12:05:31 EDT 2018

Comment(s):

PCN: Verified Title: Verified Vacant Applicant Status: New Hire Minimum Req: Verified \*Emergency Certification applicant approved by OSDE at 6/28/2018 Board Meeting. Please process

**Signature**

Signed by:any 'Compensation' user

Action:New Hire - Issue Contract

Assigned to:any 'Data Entry' user

Electronic Signature:Cindy Bolton (Cindy Bolton)

Signature date/time:Wed Jul 11 15:06:16 EDT 2018

Comment(s):

22880 EMERGENCY CERTIFIED REHIRE -Emmanuel A Castro 2018-2019 SECONDARY-HS-Teacher-Science 50009400 \*Location Chief Academic Officer - PK-12 Schools - Secondary ILD 1 - Grant HS

**Signature**

Signed by:any 'Data Entry' user

Action:Contract was Accept

Assigned to:any 'Drug Screen' user

Electronic Signature:Caroline Hunt (Caroline Hunt)

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Action:Passed Drug Screen

Assigned to:any 'Background Check' user

Electronic Signature:Jesus Macluf (Jesus Macluf)

Signature date/time:Thu Jul 12 11:17:26 EDT 2018

Comment(s):

Passed Drug Screen 07/12/2018

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Signed by:any 'Data Entry' user

Action:Attended Onboarding--RTH Complete

Signature date/time:Wed Aug 01 08:49:16 EDT 2018

Electronic Signature:Caroline Hunt (Caroline Hunt)

End of Document Processing - Wed Aug 01 08:49:23 EDT 2018

[View "Request to Hire - New" Workflow](#)

Once HR receives the results of the drug screen and receive the background receipt, RTH is than sent to data entry. Once entered into SAP an onboarding email is sent out to the employee to pick an onboarding date.



## The email invitation to Onboarding

Hello,

Congratulations on your new position and opportunity for career growth with OKCPS! We are excited to have you join Team OKCPS!

You are required to attend an Onboarding session prior to reporting to your work site/department. The HR Team is looking forward to welcoming you to our District and preparing you for success.

During your Onboarding session, be prepared to have your picture taken for your district ID badge and expect to learn more about:

Statistical and general information about OKCPS

Your new employee benefits - Medical, Dental, Vision, Life, Section 125, Flexible Benefit

Compensation – How to read your pay stub, when you get paid, the contractual nature of your position

Policies – Collective Bargaining Agreement, Board Polies, etc.

And much more.....

We have so much to share with you that it's important for you to be there and be prepared to take it all in! Please be advised that if something comes up that causes you to be late, your Onboarding Appointment will have to be rescheduled; OR if you do not have ALL of the required documentation/information with you upon arrival we will be happy to reschedule you for another day and time.

The following items MUST be brought to your Onboarding:

1. Documents to satisfy your proof of employment eligibility by completing your I-9 Form.

Click here to view a list of Required Documents to meet I-9 documentation requirements

**\*\*One (1) unexpired document in current legal name from LIST A**

**OR**

**\*\*Two (2) unexpired documents in current legal name from LIST B AND LIST C – ONE FROM EACH LIST**

OKCPS participates in E-Verify according to Oklahoma State law and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization in this country.

2. Original Valid Teaching Certificate (Required only for Certified Positions)

3. Official College Transcripts (Bachelors, Masters, and Doctorate – depending on the requirement for the position you are hired into) reflecting the date and subject of degree confirmation (Required only for Certified Positions)

Also, we highly recommend that you bring beneficiary information with you on the day of Onboarding including name, full mailing address, Social Security Number and date of birth so that you may complete your life insurance and retirement beneficiary forms the day of Onboarding.

[CLICK HERE TO PRINT OUT YOUR BENEFIT PACKET](#)

Please print the benefit package for you to review before attending your upcoming onboarding session. You can also find the Insurance Option Guide that provides detail information about Oklahoma City Public Schools benefits by going to the following: [www.okcps.org/department/human resources/compensation and benefits/benefits](http://www.okcps.org/department/human%20resources/compensation%20and%20benefits/benefits). Once you've printed the package, you can complete and bring with you to the onboarding session. Benefits representative will be attending the session to answer any questions you may have at that time. You will need to print hard copies of each form.

If you not able to print the Benefits packet, please contact the Benefits Department at 405-587-0800 or email the department at [hrbenefits@okcps.org](mailto:hrbenefits@okcps.org).

How to Schedule Yourself for Onboarding

We have several Onboarding sessions available. Please schedule a day and time that works best for you. To reserve your spot, please click on the link below, complete the form to automatically schedule yourself, and we will look for you to attend on that date and time.

Onboarding Scheduling

Please arrive for your Onboarding session at least 30 minutes prior to your scheduled start time. Onboarding will be held at the Operations center 2734 Miramar Blvd, Oklahoma City, OK 73111.

We look forward to seeing you soon! If you have questions or concerns, please contact Human Resources at (405) 587-0800.



**The Onboarding invite goes out to the new employee once all requirements are complete through the Onboarding email. This is where the new employee chooses a date to attend Onboarding. (This date reflects their first day of hire).**

## Onboarding Appointment

\* Required

Email address \*

Your email

Last Name \*

Your answer

First Name \*

Your answer

I would like to attend Onboarding on the following date: \*

- ☐ Thursday, Aug 9 8am (Operations Center HR)
- ☐ Monday, Aug 13 8:30am
- ☐ Wednesday, Aug 15 8:30 am
- ☐ Thursday, Aug 16 8:30am
- ☐ Monday, Aug 20 8:30am
- ☐ Wednesday, Aug 22 8:30
- ☐ Thursday, Aug 23 8:30

# Acceptable Use Policy

All new and returning employees must sign the OKCPS Acceptable Use Policy (AUP)

Signing their AUP will activate their OKCPS email and create profiles in all software required for the position.

After the new hire is added into SAP, they receive the following email, at their personal email, with specific instructions needed to sign the AUP

Signing the AUP will provide the New Hire with their Network ID and Network Password

The Network ID is their email when @okcps.org is added.

# AUP EMAIL

Your Employee ID is:

Every prospective employee must sign the district's Acceptable Use Policy (AUP). (A Quick Reference Guide can be found by clicking [here](#).)

Complete the Acceptable Use Policy online at <http://aup.okcps.org/aupnew/>. The form will ask for the following information:

Last name

Your 8-digit Employee ID# (adding leading zeros is necessary - example: 000xxxxx)

Your date of birth (mm/dd/yyyy)

[Click here to sign the OKCPS Acceptable Use Policy](#)

Once you complete the process, you will receive your:

Username (network login)

Password (to log into the OKCPS network)

Email address (your network id @okcps.org) = [example@okcps.org](#).

**BE SURE TO WRITE THIS INFORMATION DOWN ACCURATELY AND BRING IT WITH YOU TO YOUR ONBOARDING APPOINTMENT.**

The password is case sensitive.

We look forward to welcoming you to our team

# What happens during Onboarding?

Onboarding is the employees first day of work with the district.

By Federal law, the new employee is required to bring their I-9 documents so an E-verify can be done and recorded in their file.

Security takes pictures for their badges and in most cases they are distributed during Onboarding.

The HR staff ensures that everyone has signed their AUP and has their email address.

Laptops are distributed by IT for employees that eligible. Employees are instructed how to log in, get to their email, “load” print anywhere, how

If you have any questions or  
need assistance, please call  
Caroline Hunt at 587-0818  
or by email at  
[cfhunt@okcps.org](mailto:cfhunt@okcps.org)