

HIRING PROCESS

Step	Action												
1	Complete and submit an <u>online employment application</u> by visiting www.polk-fl.net . (You must use <i>Chrome</i> as your Browser to complete the online application.)												
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If you are a/an...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Instructional Applicant</td> <td>refer to the <i>Steps to Become a Teacher</i> document.</td> </tr> <tr> <td style="text-align: center;">Food Service Applicant</td> <td>call 863-534-0589 for additional information regarding the hiring process.</td> </tr> <tr> <td style="text-align: center;">Facilities/Transportation Applicant</td> <td>contact pamela.reeves@polk-fl.net or call 863-534-7298 for information regarding the next steps for obtaining a position with the <i>Facilities/Transportation Department</i>.</td> </tr> <tr> <td style="text-align: center;">Administrative-level Applicant</td> <td> <ul style="list-style-type: none"> a. access and complete the <i>Experienced Principal and Assistant Principal Non-District Employee Administrative Pool Form</i>, or the <i>Administrative Open Position Application Form</i> . b. (<i>School-based only</i>) obtain your <i>Principal or Assistant Principal Pool acceptance letter</i>. c. go to <i>Step 3</i>. </td> </tr> <tr> <td style="text-align: center;">All Others</td> <td> <ul style="list-style-type: none"> a. access and review the position <i>Details</i>. b. go to <i>Step 3</i>. </td> </tr> </tbody> </table>	If you are a/an...	Then...	Instructional Applicant	refer to the <i>Steps to Become a Teacher</i> document.	Food Service Applicant	call 863-534-0589 for additional information regarding the hiring process.	Facilities/Transportation Applicant	contact pamela.reeves@polk-fl.net or call 863-534-7298 for information regarding the next steps for obtaining a position with the <i>Facilities/Transportation Department</i> .	Administrative-level Applicant	<ul style="list-style-type: none"> a. access and complete the <i>Experienced Principal and Assistant Principal Non-District Employee Administrative Pool Form</i>, or the <i>Administrative Open Position Application Form</i> . b. (<i>School-based only</i>) obtain your <i>Principal or Assistant Principal Pool acceptance letter</i>. c. go to <i>Step 3</i>. 	All Others	<ul style="list-style-type: none"> a. access and review the position <i>Details</i>. b. go to <i>Step 3</i>.
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3	Access your online employment application. Use the “ <i>Job Browser</i> ” feature on your “ <i>Application Status Screen</i> ” to apply for open positions.												
4	<ul style="list-style-type: none"> a. Secure an interview. Contact the hiring location/administrator to accept your interview invitation. b. Secure a position. c. Download and complete all required <u>Pre-employment Paperwork</u> and attend your <u>Greet and Meet Appointment</u> (G.A.M.A). d. Obtain a “<i>Start Date</i>” from the <i>Human Resource Services Personnel Department</i>. 												