Polk County Schools
C, Q, HQ
Instructional Hiring Process

Step 1

Apply to Florida Department of Education (FLDOE) and become eligible for Florida Certification https://certify.fldoe.org

Step 2

Apply for employment with Polk County Schools www.polk-fl.net

Step 3

Complete and submit a Quality Counts Survey to qualitycounts@polk-fl.net

Step 4

Obtain notification that you are deemed Certified (C), Qualified (Q) , and Highly Qualified (HQ) from the Human Resource Services Office of Recruiting

Step 5

View Polk County Schools openings at www.polk-fl.net/employment/instructional

Step 6

Contact Schools directly regarding your interest in open positions

Step 7

Attend site interview

Step 8

Accept offer of employment by signing a Conditional Employment Agreement (CEA)

Step 9

a. Complete and pass fingerprinting and drug screening tests (You will receive a test schedule from School Secretary)

b. Attend Teacher Induction Program Seminar (TIPS) and New Employee Orientation (NEO)

c. Obtain clearance from HRS to report to work

Final Step

Provide proof of Highly Qualified (HQ) Status within 90 workdays from your Contract Day