

# THE HIRING PROCESS

1

## APPLICATION

Completed online at:  
<https://cfisd.tedk12.com/hire/Index.aspx>



2

## APPLICATION REVIEW

Applicant qualifications are reviewed by the Substitute Office.

Proof of education and at least 1 favorable reference are required.



3

## FINGERPRINTING

Candidates receive an email notification to schedule the fingerprint process.

\*\*There is a \$50 upfront fee required for fingerprinting.



4

## BACKGROUND

Background check will be initiated by the Substitute Office.



5

## DATA ENTRY

New hire information is entered into the employee tracking system.



6

## ONBOARDING

New Hire Paperwork is sent to approved candidates via email.

Be prepared to complete a W4, set up direct deposit, and review district policies.



7

## I-9 VERIFICATION

An I-9 is completed in person

at the Substitute Office by appointment only.

A photo will also be taken for badging.



8

## ORIENTATION

Access to the orientation portal is granted via email.

Approx. 4 hours – paid @ \$10 / hr.



9

## BADGING

New Hires pick up their CFISD badge from the Substitute Office.



10

## FRONTLINE

An account is created for New Hires including applicable skills & certifications.

Log-in to accept jobs!



If applicable, a parking permit can also be obtained at this time.

# HIRED