

account

Extension County Support Staff Hiring Process

issues

Standard 2 Week Notice Period Days 3 - 5 Day 1 Days 2 - 3 Days 5 - 7 Schedule Email copy Once Offer is day for of completed approved, extended and candidate to paperwork to mail originals Accepted; PES District to District complete initiated new hire Support Support Staff Staff paperwork **Standard 2 Week Notice Period** Days 11 - 14 Day 10 Days 7 - 9 START DATE Business **District** New Hire is Office Support Staff Once active in SAP review originals, processes new approved, with working hire with time mail originals email copy LinkBlue to resolve to Melissa to Melissa

Horton

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