



Human Resources

1025 NINTH AVENUE
GREELEY, COLORADO 80631
PHONE: 970-348-6070
FAX: 970-348-6031

Certified Employee New Hire Checklist Teachers and Administrators

☞ Application

- Complete the District 6 Online Application for the desired position. Make sure to complete Support Insight
 - Submission of your application will not be allowed if Support Insight has not been completed
- Everything is done online, no paper is accepted, please attach all documents electronically
- Be sure to complete the Approval Background Section of the Application

☞ Interview Process (if you are a selected candidate)

- If selected as a potential candidate, the principal of that school will contact you to set up an interview
- If not contacted for an interview, then you were not selected by the hiring supervisor for the position
 - We do not contact all applicants

☞ New Hire Checklist (Once you have been offered/selected for the position)

- Fill out an I-9 form. In order to complete the I-9 form, Human Resources will need to get a copy of a valid Driver's License and Social Security card, or Passport. Other acceptable forms of identification can be found under the New Hire Information Page
- Human Resources will need a copy of your current Colorado teaching license and **all official transcripts** since graduating from high school within 30 days of employment
- A New Educator Orientation needs to be attended (this can be done after your start date)
- Annette Overton will contact you with specifics about your position and placement on the salary schedule
- Complete all payroll and benefits paperwork (if applicable) within 30 days. You will receive this at your NEO

- ☞ Please contact your principal or Human Resources with any questions or concerns