



## Human Resources

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

### **Classified Employee New Hire Checklist: Coach, Classified Substitute, Certified Substitutes, Classified Staff**

#### **☞ Application**

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- 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)**

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- If selected as a potential candidate, the hiring supervisor of that department will contact you to set up an interview
  - ∞ The hiring supervisor, principal or the new employee can call 970-348-6113 to set up an appointment for an Ergo-Med evaluation
    - If you are a coach, a certified substitute, or a classified substitute you will not be contacted for an Ergo-Med appointment
- 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)**

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- Obtain a fingerprint card from the Human Resources Department **you** will take this card, a valid photo ID, and \$10.00 to the North Jail Complex located at:  
2110 O Street, Greeley, CO 80631  
970.356.4015 ext. 3904  
The jail hours are 8am-5pm  
No appointment is necessary
- Complete fingerprint card and return to Human Resources Department. There is an additional \$39.50 required to send in your fingerprints to the Colorado Bureau of Investigation. Credit Cards, Cash or check are the only acceptable forms of payment. The Human Resources Department does not have any change. Personal checks should be made out to WCSD 6.
- Complete an I-9 form. In order to complete the I-9 form, Human Resources will need to make 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.
- Complete all payroll and benefits paperwork (if applicable) in a timely manner. A packet, including payroll and benefits (if applicable) paperwork will be mailed to you at your work location or home
- Contact your supervisor with specifics about your position

☞ Please contact your hiring manager if you have any questions or concerns

#### **☞ Employee Checklist (Once you begin employment)**

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- Contact OIT help desk (6565) for computer and email set-up
- Contact Mary Mitchell (6126) for Infinite Visions login set-up
- Contact Tawnya Synder (6073) for sub-finder login set-up