Teacher Hiring Guide

Is the candidate in the CSO-approved list?

YES

NO

Step 1: Complete Online Application

- Review candidate's credentials, background and fit to the position based on the application package
- Refer to the Do Not Hire TEA registry to determine employment eligibility (the school is liable for checking the Do Not Hire list)
- U.S. Work Authorization required

Yes, complete application received

Step 2: Application Review

- Diocesan Employment Application
- Teacher certification (if applicable), and three (3) professional references

PART A: Review Employment History

Yes, RED FLAGS in employment history

Proceed with CAUTION – if needed, contact Matt, Veronica or Gilbert !

NO RED FLAGS in employment history

PART B: Review Do Not Hire list

Yes, applicant LISTED in the Do Not Hire list

Ineligible for hiring/must be fired

No, applicant NOT LISTED in the Do Not Hire list

Step 3: Candidate Selection

Schedule Interview

Yes, RED FLAGS in interview

DO NOT HIRE

NO RED FLAGS in interview

Step 4: Finalize Hiring

- Check employment references (min. 3) – they must be directly provided by email/phone by the person(s) making the reference
- Background check
- Diocesan safe environment training

All steps completed

NO documentation or training

DO NOT HIRE

Step 5: Hire

- Before issuing the contract, make sure applicant's CSO-approved
- Get signed/notarized TEA pre-employment affidavit