Educator Preparation Programs Recruitment Process

Becoming an EPP Recruiter

1. Fill out recruiter form at https://forms.gle/i1ejqGkqZmmouaQ86

2. Attend Orientation

Complete the SCCOE HR screening process

Step 1: Please submit a current and updated Resume to Brenda Mariano-Paz at bmariano@sccoe.org

Step 2: Once the resume is submitted, Brenda submits that to our HR department, who will contact you for further information and requirements.
This may include getting fingerprinted, additional documentation may be requested such as a W-9, and completion of mandatory training (such as the Harassment & Protect Child courses, Diversity, COVID Safety, etc).
HR will let you know what they need from you and/or what they need you to complete.

Step 3: Once you complete and/or are in the process of completing all the required trainings/submission of documents and/or other information requested by HR, you will need to sign a contract.

Sign timesheets for every applicant successfully recruited

1. Once the first three steps are completed, Brenda will reach out to you to complete and sign a timesheet for your recruitment.
2. You will need to sign a timesheet for every peson you successfully recruit.
3. You will only need to complete the HR screening process once a fiscal school year

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Recruitment Process
Recruiting applicants:
When will I get paid?

Recruiting candidate

1. Add the applicant to the recruitment document
https://forms.gle/tp7nPg9TM53HWRNSA
The applicant must be a new unduplicated recruitment.
This means the applicant must have not yet applied for a program with EPP

Timesheets and payment schedule

1. You can expect to be paid the following month after a particular program starts for the semester (only if you have successfully met all the HR requirements & your applicant has met our admission/attendance requirements for their program).
2. Brenda needs the timesheet prior to the 25th of the month, in order for you to be paid by the following 10th or 15th of the month.