1



**Apply** 

Search our listings of available positions at careers.detroitk12.org
If you are interested in joining our team of dedicated staff be sure to apply today and upload a current resume to be shared with our Hiring

Managers.

2



**Interview** 

Interview with our
Hiring managers via
phone, video, or inperson. Interviews will
be conducted with
candidates who are
deemed eligible for
the position based on
their application
materials.

3



Offer

Check your email for a conditional offer.
The offer email will come from the Human Resources team and will include information on next steps. Offers must be responded to within 48 hours.

4



Pre-Hire Orientation

Sign up to attend a pre-hire orientation session. At this session, you will learn more about the District's Strategic Plan and submit all necessary pre-hire documentation.

5



**E-Onboarding** 

Complete Electronic
Onboarding by
signing into the online
platform and
completing necessary
new-hire documents.
You will also sign up
for and complete
LiveScan fingerprint
testing and a
Tuberculosis (TB)
screening.

6



Assignment Letter

Check your email for your Assignment
Letter. This is sent prior to your first day of work. Your
Assignment Letter verifies your completion of e-onboarding and passing result of fingerprinting and TB tests.

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#### Students Rise. We All Rise.



#### New Employee Hub

Access the District's
New Employee Hub Site
to review key resources
needed prior to your first
day of work and
throughout your first
month as an employee
at DPSCD



### First day of work

Report to your work location for your first day of work at DPSCD. Your first day of work will be about 2 weeks after your pre-hire orientation session.



### First week reflection

Complete the first week onboarding survey. This will allow you to reflect on your first week and your onboarding experience up until this point. It will also help to guide the onboarding you receive moving forward.



# Onboarding Plan

Follow your onboarding plan throughout your first year of employment with DPSCD. Your onboarding plan will be tailored to your role and allow for your manager and team to provide items, information, and experiences to be successful at DPSCD.



## First year reflection

Reflect on your first year of employment with your manager. At the end of your first year, you will have the opportunity to provide feedback and discuss opportunities for development to continue to thrive in your role at DPSCD.

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