



Hiring Process/Checklist

AVID

Steps	Complete
1. Complete the LISD online Application. The instructions can be found on the AVID Tutor website..	
2. Email Resume to Elizabeth at elizabeth.robertson@lubbockisd.org . Attach references including their <u>email addresses</u> to your resume.	
3. Complete the Supplemental Application prior to interview	
4. Email Elizabeth at elizabeth.robertson@lubbockisd.org and set up an informal interview in our office when your LISD Application is complete.	Interview date: <hr/> Time: <hr/>
5. Wait to receive an email from Elizabeth regarding whether or not you are hired.	
6. If you are hired, you should hear from HR within a week of Elizabeth's email Human Resources (HR) takes over from here <ul style="list-style-type: none"> a. they will contact you via email with instructions. <ul style="list-style-type: none"> i. Please check your junk mail for this b. You will receive an email from Identogo regarding fingerprinting <ul style="list-style-type: none"> i. fingerprinting is \$50; however, we can assist you with this fee. Please email Elizabeth Robertson right away if you need assistance with this. Do not schedule your fingerprinting until you reach out to her. As of right now, 	

a.



<p>the fee assistance will only be offered for the Spring of 2022.</p> <p>c. Your last step with HR is getting an ID badge and your permission to work form:</p> <p>i. Bring the Permission to Work form that HR gives you straight to Elizabeth in the AVID Office - Room 202B. If she is not in, give the form to one of the ladies in the front.</p> <p>d. Congratulations! NOW you are ready to go to your campuses as assigned!</p>	
<p>7. You should now receive an email from Elizabeth with a schedule and instructions on trainings to complete.</p>	
<p>8. Put your teacher/coordinator phone numbers/emails in your phone AND:</p> <p>Elizabeth Robertson – 806-252-3736 (cell) Lizan Mellinger – 806-789-6961 (cell)</p>	