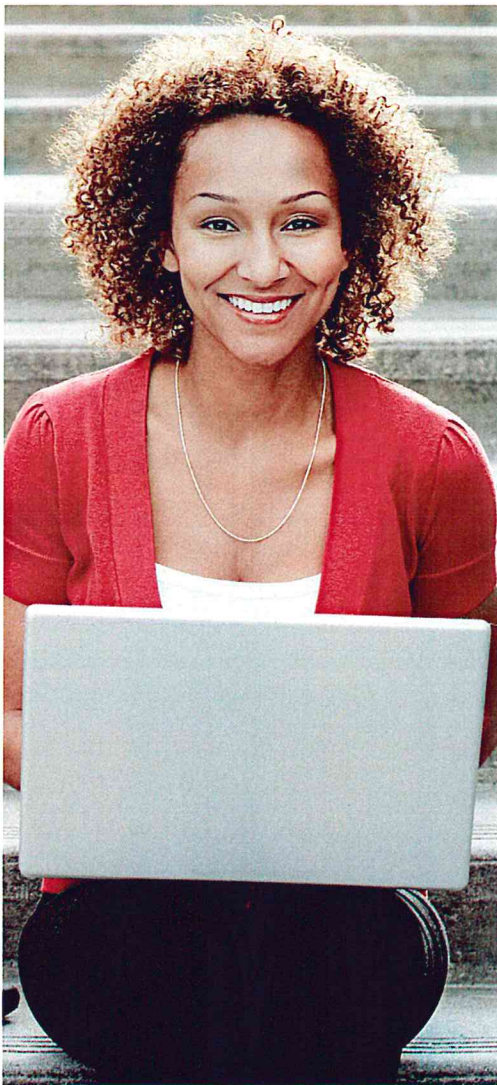
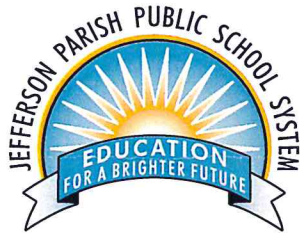


Steps | Hiring to the Process

FAQs



1. **What happens after I sign mutual consent?**

Once Human Resources has received and processed the mutual consent, the Applitrack manager will send you a New Hire Packet within 48 hours to the email address provided on the application.

2. **What happens after the New Hire Packet has been submitted?**

An Employee Services Technician will contact you via email or by phone within 2-3 business days to schedule an on-boarding appointment.

What is on-boarding?

On-boarding is the process used by JPPSS for Human Resources to clear a candidate for hire. On-boarding includes background screening, salary overview, enrollment in district benefits, certification consultation (if needed), and the final approval of the Superintendent.

3. **When will I be allowed to report to work?**

All prospective employees must be cleared by Human Resources and approved by the Superintendent before reporting to his/her school assignment. After you have completed the on-boarding process, an Employee Services Technician will send a clearance email with a start date to you and the Principal.

4. **When will I get my laptop & email address?**

In the clearance email, the Employee Services Technician will provide you with an employee number, information about laptop eligibility, and the process for receiving a district email account.

Laptops can be picked up Monday - Friday • 7:30 A.M. - 3:30 P.M. at the following locations:

Admin Annex Building
Technology Department
4600 River Road
Marrero, LA 70072

Emenes Building
822 S Clearview Parkway
Harahan, LA 70123

5. **What can delay the hiring process?**

Holidays, weekends, hiring season, receipt of mutual consent, incomplete paperwork, and delayed completion of the hiring packet may impact the hiring process.

**For questions or support with the hiring process,
contact Human Resources at (504) 349-8518.**