Staffing Flow Chart Model

First Step: Start with
Principal / Manager
submitting a
Personnel Action Request

Principals or Managers

9. School Board Approval

Approval,
Exceptions, and
Adjustments

Administrator

3. Check

Emerging
Budget
Issues

10. End of
process
Selection
and
Placement

Approved
Staffing
Plan

Emerging
Budget
Issues

Superintendent

Ref: Process
Development
Model and
Procedures

Accounting

4. Send to
HR for Action

Budget
Control

8. Status of
Personnel
Resources

Contract
Management

Pay to

Payroll

Human
Resources

6. Contracts

7. Sign Contracts

5. Recruitment

Applicants