

TIMELINE

of Getting Hired as a Substitute

APPLICATION

After going to graniteschools.org/hr/employment-opportunities and submitting your application to be a substitute, you will receive an email from our Substitute secretary, Jodi Halaewa.

1

REVIEW

In the email you will receive, you'll be asked to review your application. Please ensure you have carefully answered all the legal questions, uploaded your high school diploma, and provided your recent work history, including a supervisor's name and valid email address. Incomplete information is a common cause of delays in the hiring process, so double-checking these details will help avoid any issues.

2

SUPERVISOR

Your former supervisor will receive an email requesting a reference. How quickly they respond will determine how soon we can move you to the next stage of the process.

3

ADMINISTRATION

Once your application is fully completed and we have received your supervisor references, our HR administrator will review both the application and the references.

4

APPROVAL

After your application has been reviewed by our HR administrator and approved for hire, you will receive an email from Jodi Halaewa with instructions to visit the HR office for fingerprinting and onboarding.

5

FINGERPRINTING

Fingerprinting will take approximately one week to process before we can officially add you to the system and clear you to begin work.

6

www.graniteschools.org