



PC Self-Service

Web-based Hiring Tool





PC Self-Service Pilot

Targeting Local Districts for User Feedback



PC Self Service

GOALS

- Reduce manual processes (paper, emails, phone calls)
- Provide up-to-date candidate information
- Faster hiring for vacant positions

SOLUTIONS FOR SCHOOLS

Run lists of eligible candidates without having to contact the central office

Invite eligible candidates to interview for a position

Submit online hiring requests

Automatic updates of eligibility lists

PC Self Service

GOALS

- Reduce manual processes (paper, emails, phone calls)
- Provide up-to-date candidate information
- Faster hiring for vacant positions

SOLUTIONS FOR CANDIDATES

**Direct electronic communication
between schools and candidates**

**Candidates can accept or reject
interviews electronically**

Log in with LAUSD Single Sign-On



The image shows a login page titled "Business Tools for Schools". On the left, there is a collage of four photos: a teacher with students, a student reading, the LAUSD logo, and a young girl. The logo is circular with a sun and a pencil, and the text "LOS ANGELES UNIFIED SCHOOL DISTRICT" and "BOARD OF EDUCATION".

Business Tools for Schools

User *

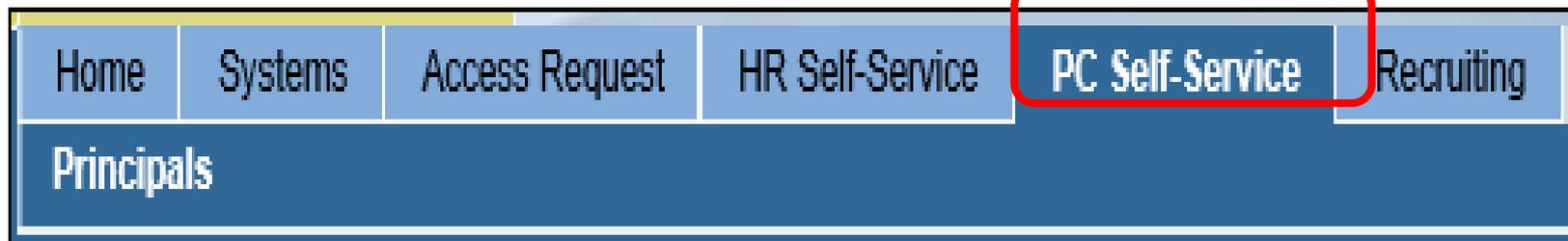
Password *

* Enter your Single Sign-On (email) username and password to Log In.
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

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Select PC Self-Service tab



A horizontal navigation menu with five tabs: "Home", "Systems", "Access Request", "HR Self-Service", "PC Self-Service", and "Recruiting". The "PC Self-Service" tab is highlighted with a red rectangular border. Below the tabs is a dark blue bar with the text "Principals" in white.

Home Systems Access Request HR Self-Service **PC Self-Service** Recruiting

Principals

PC Self-Service will display the window below. Using the dropdown arrow select the Job Class, Employment Type and Shift Preference. All 3 must have a selection in order to generate a list.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Systems, Access Request, HR Self-Service, PC Self-Service (highlighted), and Recruiting. Below the navigation bar is a dark blue header with the text 'Principals'. Underneath is a light blue section titled 'Eligibles, Interviews, & Offers'. The main content area features a large, stylized header 'Eligibles, Interviews, & Offers' and a red-bordered box containing the text 'Classified Eligibility list for Fleming MS'. Below this box are three dropdown menus labeled 'Job Class:', 'Employment Type:', and 'Shift Preference:'. At the bottom left of the form are two buttons: a yellow 'Search' button and a white 'Reset' button with a dashed border.

Viewing the Eligibility List:

The candidates in the first 3 ranks will appear in order by exam ranking with their contact information and work location if applicable.

Eligibles, Interviews, & Offers

Classified Eligibility list for Chapman EL

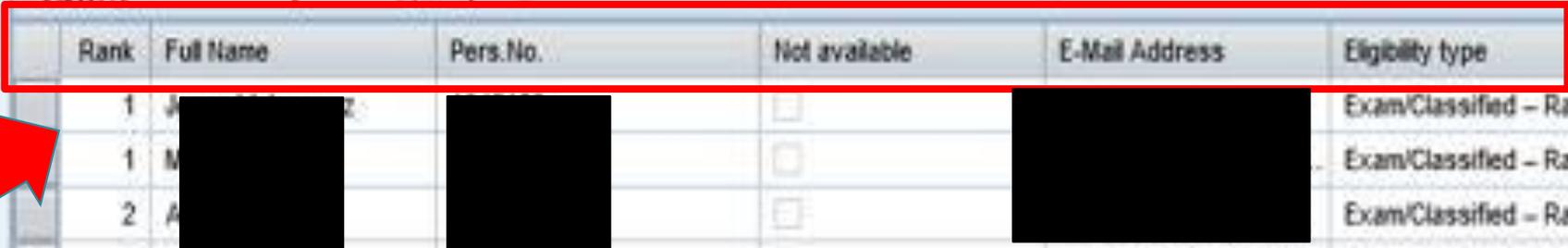
Job Class: 24102680 LIBRARY AIDE
Employment Type: Part Time (4 - 6.5 hours/day)
Shift Preference: Morning/Day Shift

Search Reset

Total: 32 Record(s)

View: [Standard View] | Export

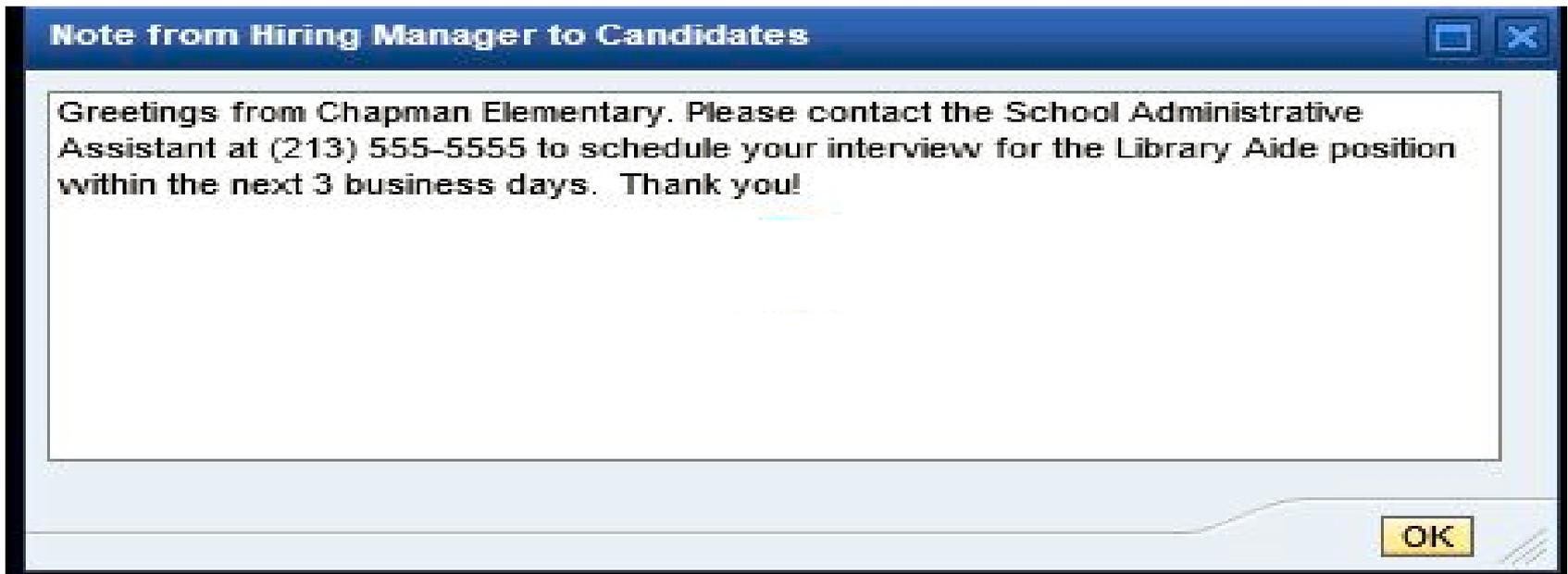
Rank	Full Name	Pers.No.	Not available	E-Mail Address	Eligibility type
1	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked
1	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked
2	[REDACTED]	[REDACTED]	<input type="checkbox"/>	[REDACTED]	Exam/Classified – Ranked



Personalize a Note to the Candidates:

You can share important information about the interview process just before the invitations are emailed to the candidates.

“Note from Hiring Manager to Candidates” allows you as to include a brief note for the candidate that will be included on the candidate’s invitation to interview letter. *(Example; parking instructions, name of person to report to, etc).* **Select OK when done to close window.**



Invitation Confirmation and Follow-Up

Confirmation displayed of the number of invitations sent.

Personnel Commission will verify the availability of candidates who do not respond in 2 business days.

5 email invitations sent.

Job Class:

Employment Type:

Shift Preference:

Email confirmation sent to Administrator and Classified Assignment Staff indicating school invited candidates to interview for a position. Email confirmation includes an excel attachment with the names of the candidates selected to interview for reference.

Email to the Candidate:

The candidate will receive an email with the school's personalized note.

Los Angeles Unified School District
Administrative Offices
333 South Broadway Avenue, Los Angeles, CA 90017

Austin Heuser
Superintendent of Schools



04/16/2019

Re: LAUSD/PC Invitation to interview

Dear Nina Briggs,

Thank you for your interest in employment with the Los Angeles Unified School District. According to our records, you are currently on an eligibility list to be hired as a LIBRARY AIDE. This message is to notify you that a District school/office is interested in interviewing you for a position at their location:

Chapman EL
1947 Marine Ave
Gardena, CA 90249
310 324-2275

Employment Type: Part Time (4 - 8.5 hours/day)
Shift: Morning/Day Shift

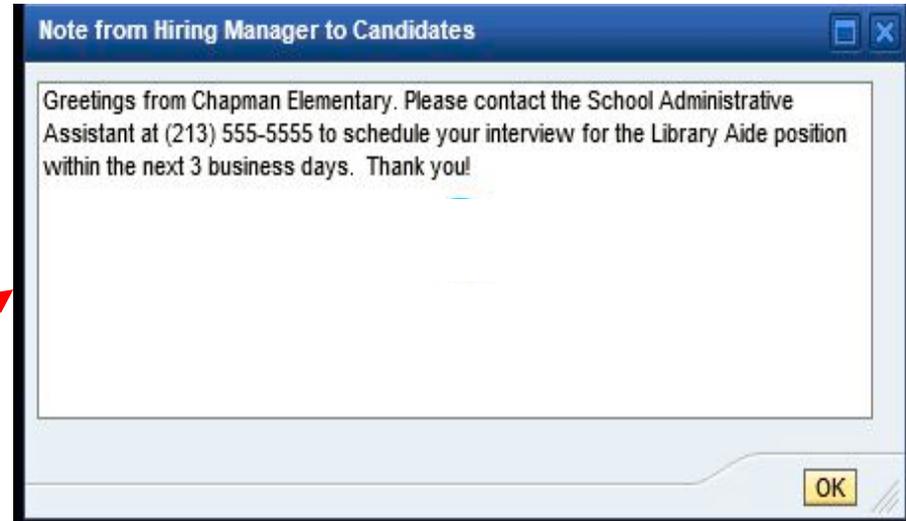
Note from site:
Greetings from Chapman Elementary. Please contact the School Administrative Assistant at (213) 555-5555 to schedule your interview for the Library Aide position within the next 3 business days. Thank you!

You may accept or reject this offer to set up an interview, but be aware that three rejections will cause your name to be removed from the eligibility list for this job class. Please make your decision and click the link below to log into LAUSD's eRecruit system and inform us of your choice.

[Login to eRecruit](#)

If you are accepting the invitation to interview, please contact the site at the number above so you may schedule a time to interview that is mutually convenient. Due to the need to quickly fill vacant positions, if you have not logged on to eRecruit and told us your decision within five days - by 04/23/2019, we will assume that you are not interested in interviewing for LIBRARY AIDE at Chapman EL and will consider it a rejection of this offer to interview.

Sincerely,
Los Angeles Unified School District
Personnel Commission



Hire A Candidate:

1. Rerun Eligibility List
2. Select Candidate
3. Click "Hire a Candidate"

Classified Eligibility list for San Pedro SH

Job Class: 22104075 BLDG & GROUNDS WORKER
Employment Type: Full Time (7 - 8 hours/day)
Shift Preference: Afternoon/Evening Shift

Search | Reset

Eligibility list snapshot from 09/20/2019 valid until 09/24/2019. Candidates who are no longer available are marked below. If less than 3 ranks of candidates are still available, you may discard this snapshot and re-run the list.

Total: 44 Record(s)

View: [Standard View] | Export

Rank	Full Name	Pers No	Not available	E-Mail Address	Eligibility type	Phone1	Phone2	Current site pho...	Current site	Current site job	Employment type	Shift	Invited for interview
1	RH_INT01 TEST	78978971		RH_INT01@LAUSD.NET	Exam/Classified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2					Exam/Classified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3					Exam/Classified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					Exam/Classified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					Exam/Classified - Ranked					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	A				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	A				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	A				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	D				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	J				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	J				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	F				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	E				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	G				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	L				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	C				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	E				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	D				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	J				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	J				Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Charles Howard	177672			Transfer (Classified)					BLDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	

Invite to Interview | Hire a Candidate | Discard Snapshot

Offer of employment

Org. Unit: San Pedro SH
Candidate: Evening worker 8hraa7sc70
Job Classification: BLDG & GROUNDS WORKER
Employment Type: Full Time (7 - 8 hours/day)
Shift: Afternoon/Evening Shift

Select a vacant Position: or enter a PCN:
Work Schedule: to:

Note to Assignment Technician:

Submit

Hiring a Candidate:

"Offer of Employment" submitted successfully.

Please check your email for more information.

Job Class: 22104075 BLDG & GROUNDS WORKER ▼

Employment Type: Full Time (7 - 8 hours/day) ▼

Shift Preference: Afternoon/Evening Shift ▼

Email Confirmations:

- "Offer of Employment" sent to Administrator and Assignment Technician
- "Candidate Accepted/Declined Job Offer" sent to Administrator
- "Accepted Job Offer" sent to Candidate



Personnel Commission

Training Opportunities: Video Modules Handouts Presentations

Classified Employment Services Branch (CESB) Contacts

Donna Barrow, Assistant Director
donna.barrow@lausd.net / (213) 241-7830

Technical Support:
Lorena Estrella (213) 241-5530
lorena.estrella@lausd.net

Talent Acquisition and Selection Branch (TASB) Contact

Jose Siu, Personnel Manager
jose.siu@lausd.net / (213) 241-3455

Evelyn Galdamez, Senior HR Specialist (213) 241-3455





Personnel Commission

Thank you!

