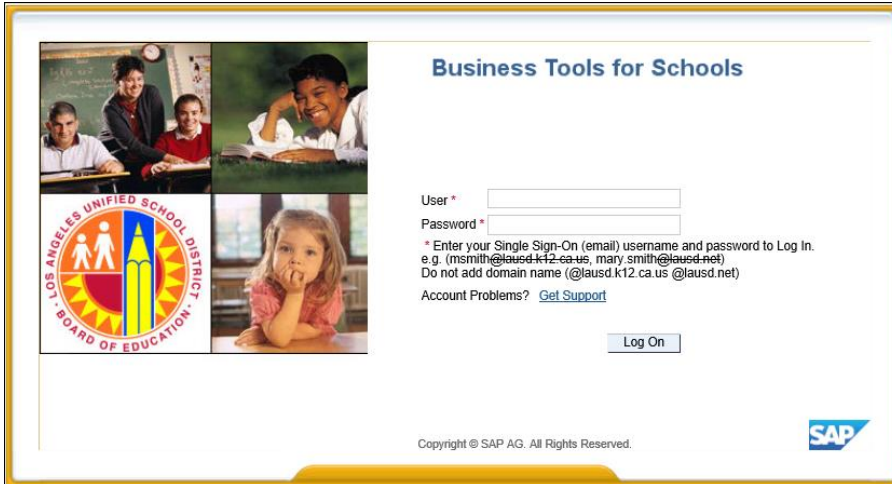


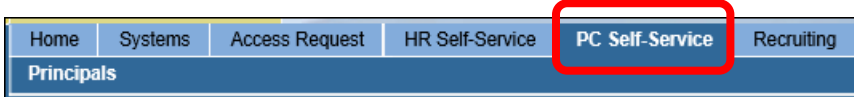
Principal Self-Service Guide for Generating Eligibility Lists

Getting Started

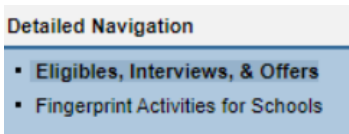
1. Log-In with your LAUSD Single Sign-On



2. Select the PC Self-Service tab.



3. Once selected, the Detailed Navigation on the left will present two options:



Generating an Eligibility List

Note: After generating an eligibility list, you may email interview invitations to candidates and electronically submit your selected hire directly to Classified Employment Services.

- Under Detailed Navigation, select *Eligibles, Interviews, & Offers*. 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.



Principal Self-Service Guide for Generating Eligibility Lists

List of Job Classifications available for PC Self-Service:

Note: List of job classifications are subject to change and are reflected on the drop-down menu.

- ❖ Job Class:
 - 22104061 ASST PLANT MANAGER I
 - 22104075 BLDG & GROUNDS WORKER
 - 24102585 CONTINUATION SCHOOL OFFICE MANAGER
 - 22204291 FOOD SERVICE MANAGER I
 - 22204296 FOOD SERVICE MANAGER IV
 - 22204297 FOOD SERVICE MANAGER V
 - 22204391 FOOD SERVICES WORKER
 - 24111083 IT SUPPORT ASSISTANT
 - 24102680 LIBRARY AIDE
 - 24102828 OFFICE TECHNICIAN
 - 22104054 PLANT MANAGER I
 - 22104047 PLANT MANAGER II
 - 22104037 PLANT MANAGER III
 - 22104021 PLANT MANAGER IV
 - 24102500 SCHOOL ADMINISTRATIVE ASSISTANT
 - 22104097 SCHOOL FACILITIES ATTENDANT
 - 22204395 SENIOR FOOD SERVICE WORKER
 - 24102838 SR OFFICE TECHNICIAN

- ❖ Employment Type:
 - Full Time (7 – 8 hours/day)
 - Part Time (4 – 6.5 hours/day)
 - Part Time (3.5 hours/day)

- ❖ Shift Preference:
 - Morning/Day Shift
 - Afternoon/Evening Shift
 - Night Shift

2. Once desired Job Class, Employment Type and Shift Preference has been selected, click SEARCH to generate an eligibility list.

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

Principal Self-Service Guide for Generating Eligibility Lists

Classified Eligibility list for Dorsey SH

Work Location: 01860001 Dorsey SH

Job Class: 22104075 BLDG & GROUNDS WORKER

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

Shift Preference: Afternoon/Evening Shift

Hold down CTRL to select multiple candidates. Then click INVITE.

Search Reset

Total: 22 Record(s)

View: [Standard View] Export

R...	Full Name	Pers.No.	Not available	E-Mail Address	Eligibility type	Phone1	Phone2	Curre...	C...	Cur...	Em...	S...	Invite...
1	Daniel Sanchez				Exam/Classified – Ranked				F...	BL...	Ful...	A...	
2	Keith Fisher				Exam/Classified – Ranked				P...	BL...	Ful...	A...	
2	Alejandra Gutierrez Curiel				Exam/Classified – Ranked				P...	BL...	Ful...	A...	
2	Bryan Sanchez Perez				Exam/Classified – Ranked				S...	BL...	Ful...	A...	
3	Victor Castro				Exam/Classified – Ranked				S...	BL...	Ful...	A...	
3	Robert Ochoa				Exam/Classified – Ranked				P...	BL...	Ful...	A...	
3	Felix Sanchez				Exam/Classified – Ranked				L...	CA...	Ful...	A...	

Viability of the Eligibility List

When an eligibility list is generated, it is viable for four (4) days. This “snapshot” period indicated in the example below is valid from 09/20/2019 until 09/24/2019. Candidates who are no longer available will be marked. If less than 3 ranks of candidates are available, you may discard this snapshot and re-run the list.

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

Hold down CTRL to select multiple candidates

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										Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2	Denzel Brown					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3	Eveningworker 8traa7sc70					11					Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3	Eveningworker 8traa8sc70					11					Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3	Darius Clay					62				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Arturo Alvarado					24				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Anthony Bajonero					11				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Andre Bias					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	Dolaina Carr					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Jr Kent Clarke					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Ricky Clements					11				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0	Paul Cornejo					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Eduardo Corona					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Gina Dorsette					62				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Lynn Drew					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Cherry Goff					11				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Ezequiel Guido					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Deborah Hamilton					11				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Jay vonne Holman					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0	Charles Howard					22				LDG & GROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	

Invite to interview Hire a Candidate Discard Snapshot

Principal Self-Service Guide for Generating Eligibility Lists

Inviting Candidates to Interview

1. There are two options available for inviting candidates for an interview.

OPTION 1: To invite all candidates listed Select INVITE TO INTERVIEW.



Optional icon provides the ability to “Select All” candidates or “Deselect All” candidates before sending an invitation to interview.

Classified Eligibility list for Fleming MS

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

Classified Eligibility list for San Pedro SH

Total: 44 Record(s)

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
1	RH_INT01 TEST										Full Time (7-8 hours/day)	Afternoon/Evening Shift
2	Mario Speedwagon										Full Time (7-8 hours/day)	Afternoon/Evening Shift
3	Eveningworker 8hraa7sc7										Full Time (7-8 hours/day)	Afternoon/Evening Shift
3	Eveningworker 8hraa8sc7										Full Time (7-8 hours/day)	Afternoon/Evening Shift
3	Petey Cruiser										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Anna Sthesia										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Paul Molve										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Anna Mull										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Gail Forcewind										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Paige Turner										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Bob Frapples										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Walter Melon										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Nick Bocker										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Barb Ackue										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Buck Kinnear										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Greta Life										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Ira Membrbit										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Shonda Leer										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Brock Lee										Full Time (7-8 hours/day)	Afternoon/Evening Shift
0	Mava Didas										Full Time (7-8 hours/day)	Afternoon/Evening Shift

Buttons: Invite to Interview, Hire a Candidate, Discard Snapshot

OPTION 2: Hold down CTRL key to select multiple candidates. Then click INVITE TO INTERVIEW. This option will allow you to select any candidate from the displayed list of candidates (*candidates are highlighted*).

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

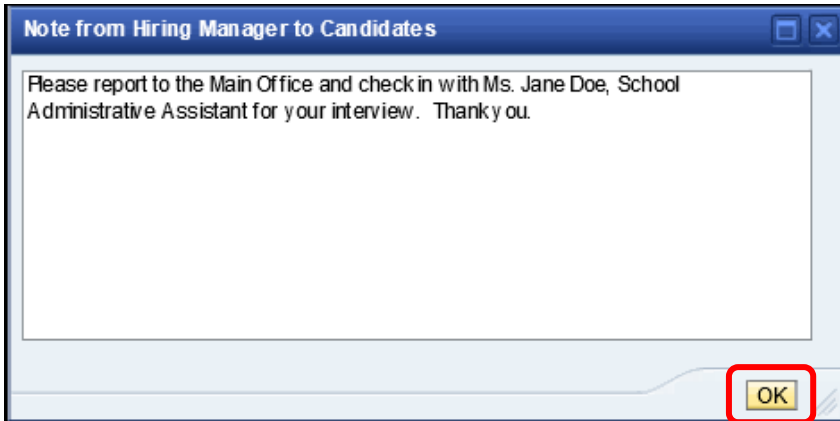
Total: 44 Record(s)

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				lassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	
2	Mario Speedwagon				lassified - Ranked					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
3	Eveningworker 8hraa7				lassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	
3	Eveningworker 8hraa8				lassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	
3	Petey Cruiser				lassified - Ranked					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Anna Sthesia				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Paul Molve				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Anna Mull				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Gail Forcewind				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Paige Turner				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Bob Frapples				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Walter Melon				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Nick Bocker				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Barb Ackue				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Buck Kinnear				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Greta Life				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Ira Membrbit				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Shonda Leer				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Brock Lee				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	
0	Mava Didas				er (Classified)					JUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	

Buttons: Invite to Interview, Hire a Candidate, Discard Snapshot

Principal Self-Service Guide for Generating Eligibility Lists

2. **“Note from Hiring Manager to Candidates”** allows you 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.



3. PC Self-Service will display a confirmation of the number of invitations sent.

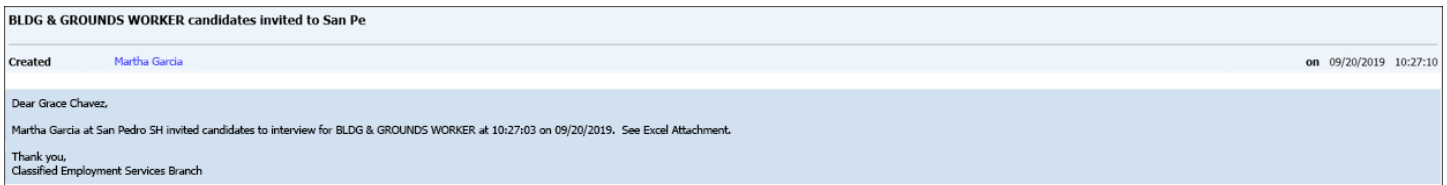
Personnel Commission will verify the availability of candidates who do not respond in 2 business days.
 5 email invitations sent.

Job Class:

Employment Type:

Shift Preference:

4. An email confirmation will be sent to the Administrator and Classified Assignment Staff indicating the school invited candidates to interview for the selected job class. The email confirmation includes an Excel spreadsheet attachment with the names of the candidates selected to interview for reference.



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	2964599			ExamClassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	X
3	Eveningworker 8lraa7sc70	1531923			ExamClassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	X
3	Eveningworker 8lraa8sc70	6953500			ExamClassified - Ranked						Full Time (7-8 hours/day)	Afternoon/Evening Shift	X
0	Anna Mull	7944990			Transfer (Classified)				112TH ST EL	BLDG & GROUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	X
0	Bob Frapples	6044804			Transfer (Classified)				GARDENA SH	BLDG & GROUNDS WORKER	Full Time (7-8 hours/day)	Afternoon/Evening Shift	X

Principal Self-Service Guide for Generating Eligibility Lists

Hiring a Candidate

1. Select the candidate you wish to hire by highlighting the line.
2. Select “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)

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					classified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
2					classified - Ranked					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
3					classified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					classified - Ranked						Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
3					classified - Ranked					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	X
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	
0					r (Classified)					ROUNDS WO...	Full Time (7 - 8 hours/day)	Afternoon/Evening Shift	

Invite to interview | **Hire a Candidate** | Discard Snapshot

3. An Offer of Employment screen will appear for you to complete the following:
 - a. Select the job class using the drop-down list or enter the vacancy position control number (PCN). The drop down will display current vacancies on site. If the appropriate job class does not display, provide a brief explanation for the Assignment Technician under “Note to Assignment Technician”.
 - b. Enter employees work schedule [From AM/PM] - [To AM/PM].
 - c. [OPTIONAL] Note to Assignment Technician is available for you to provide additional information for the Assignment Technician regarding the PCN or candidate etc.
4. When you are done select SUBMIT.

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

Principal Self-Service Guide for Generating Eligibility Lists

5. PC Self-Service will display a confirmation that the offer was successfully submitted.

"Offer of Employment" submitted successfully.

Please checky our email for more information.

Job Class:

Employment Type:

Shift Preference:

6. An email confirmation will be sent to Administrator and to Classified Assignment staff regarding "Offer of Employment".

Intent to hire BLDG & GROUNDS WORKER

Created Martha Garcia

Dear Martha Garcia,

Thank you for submitting your "Offer of Employment" for BLDG & GROUNDS WORKDER. Your assignment technician will contact Eveningworker 8hraa7sc70 and proceed with the onboarding proces. Should you have additional questions or concerns, you may contact Grace Chavez, at [assignment tech phone] or via email at GRACE.CHAVEZ@LAUSD.NET.

Thank you,
Classified employment Services Branch

Intent to hire BLDG & GROUNDS WORKER

Created Grace Chavez Martha Garcia

Dear Grace Chavez,

The principal at San Pedro SH has selected Eveningworker 8hraa7sc70 3105551212 for BLDG & GROUNDS WORKER. Please contact the candidate and proceed with next steps.

[Success! Your candidate has been hired!](#)

Once your selected candidate accepts the offer, an email confirmation will be sent to Administrator.

Job Offer - BLDG & GROUNDS WORKER

Created RH540

Dear Martha Garcia,

This email is to confirm that Eveningworker 8hraa7sc70 has accepted your offer for the position of BLDG & GROUNDS WORKER. Your assignment technician will contact the candidate and proceed with the onboarding process. Should you have additional questions or concerns, please contact TEST CLASSIFIED HIRING MANAGER at 213-241-0000 or via email at TESTCLASSIFIED@LAUSD.NET.

Thank you,
Classified Employment Services Branch