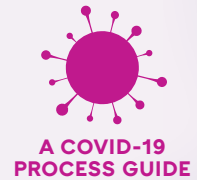


## REMOTE RECRUITING & HIRING TOOLKIT:

# Remote Processes to Complete Hiring Forms



■■■■■ Content Level: **LAUNCH**, **DEVELOP** & **ENHANCE**

Most educator hiring processes require an in-person meeting, typically centered around completing the I-9 form and submitting background check materials. Many LEAs still require manual paper forms to be completed with an original signature—aka “wet signature”—rather than a copy of a signed document. During this hiring season, LEAs should provide candidates as much flexibility as possible to meet final hiring requirements. **If LEAs postpone hiring until in-person meetings resume, effective candidates may choose to take jobs elsewhere.** Read about steps you can take to adjust the logistics of other processes that usually occur in person after a candidate accepts a job offer.

**Paper Forms:** Districts can either create an electronic version using free tools such as Google forms or ask candidates to complete, scan and submit to the appropriate district representative. Bear in mind that many candidates do not have a scanner at home and cannot currently access one elsewhere. Various document scanning apps are available for smartphones and provide clear images of paper forms (e.g., [Adobe Scan](#) and [Microsoft Office Lens](#)).

**Signatures:** If your district previously required a wet signature, you can determine for which forms a scanned signature or electronic signature would suffice. Electronic signatures can come from tools such as [Adobe Sign](#). If your LEA is not willing to accept a scanned or electronic signature, then a wet signature can be obtained at a later date or sent through the mail.


**Required documents:** These documents can include official transcripts, letters of recommendation, confirmation of prior experience, etc. Using electronic or scanned forms will speed up timelines, improve efficiency, and improve the candidate experience. For transcripts, LEAs can accept unofficial copies with the requirement to obtain official transcripts at a later date.

**I-9 form:** Editable I-9 forms are available and can be provided to candidates. For proof of identity, some districts are asking candidates to show their ID during a virtual online session; the interview then performs a screen capture to serve as the ID copy.

**Fingerprinting:** State-approved fingerprinting locations may at times be temporarily closed; the open locations are generally in and around larger cities. Educators can find an up-to-date list of open locations when they use [Identogo's website](#) to schedule a fingerprinting appointment. Consider allowing educators more time to complete their fingerprinting, especially for those who are far from fingerprinting locations.

Please note that hiring won't be “complete” until the background check is done which should be clearly communicated. However, it is also very important to communicate to candidates that the hiring process is essentially complete, to avoid losing a candidate to another opportunity.

*For all of these considerations, LEAs can have candidates complete the traditional process at a later time; however, LEAs can instead leverage this opportunity to redesign their hiring process to both reduce the manual work of LEA staff and enable a better candidate experience.*



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Virtual Options for Demonstration Lessons and Other Performance Tasks
Consistent Virtual Communication with Applicants
Online Job Application Tracking

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