



Columbus City Schools

Certificated

Hiring Manager

Guide 25–26 SY

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Recruiting Timeline

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March 17, 2025

Finalize 25–26 vacancy list

**March 18–26
2025**

First Round of Pipeline Candidates:

- Letter of Commitments 24–25
- Letter of Commitments 25–26
- High Need Licensure
- Grow Your Own
- Capital Cohort Teacher Residency
- TEACH CCS (Student Teachers)

March 27, 2025

Principal/Student Teacher meet and greet – interviews and offers

March 31, 2025

External Candidates

Peak Recruitment Season **April – May 2025**

May 12, 2025

Signing Day

Recruiting Season **June – August 2025**

Recruiter

Contacts

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Recruiter	Area	Email
Melinda Dixon	Elementary Teachers, Gifted & Talented, Counselors and School Social Workers	mdixon@columbus.k12.oh.us 614-579-8660
Don Cantrell	MS Teachers, Special Needs Pre-K	dcantrel@columbus.k12.oh.us 614-586-6094
Georgia Hauser	HS Teachers, Unified Arts and CTE	ghauser@columbus.k12.oh.us 614-214-2652
Irina Koumba	TESOL & Foreign Languages	ikoumba@columbus.k12.oh.us 614-260-2607
Kathy Leffler	SPED, OT/PT	kleffler@columbus.k12.oh.us 614-208-1615
Marie Tooker	SPED, OT/PT	mtooker@columbus.k12.oh.us 614-256-9242
Stephanie Kilby	Building Administrators	skilby@columbus.k12.oh.us 380-997-5596
Carol Perkins	Non Building Administrators & Nurses	cperkins@columbus.k12.oh.us 614-439-5195

Business Partner

Contacts

Recruiter	Area	Email
Anthony Crawford	Regions 1 & 2 CTE, Psychology, Speech Lang. Path, OT/PT, Gifted & Talented for all regions, Instructional Assistants	acrawford@columbus.k12.oh.us 614-365-5651
Amanda Hill	Regions 3 & 4 Librarians, Unified Arts, TOSA's for all regions, Instructional Assistants	ahill@columbus.k12.oh.us 614-365-5774
Hannah Green	Regions 5 & 6 Early Childhood Education & ESL for all regions, Instructional Assistants	hgreen@columbus.k12.oh.us 380-997-7151
Alicia Reynolds	Nurses and School Social Workers, School Counselors, Civil Service, Administrators	areynolds1@columbus.k12.oh.us 614-365-8046
Letitia Pleasant	SPED Teachers, Tutors, PT and FT Hourly, Civil Service (Food Service)	lpleasant1@columbus.k12.oh.us 380-997-7596
	General Questions	hr@columbus.k12.oh.us

Communication Flow

Point of Contact:
Recruiters

TA will post the confirmed vacancy to Salesforce so they can begin receiving applications through the CCS website and area-specific job board. The designated recruiter will disposition all new applications with 48 hours.

Recruiters will review each application to determine the candidate's eligibility. Once qualified candidates are identified, the recruiter will phone screen them and discuss specific building vacancies to consider. Recruiters have 24 hours to present the candidate to the hiring manager of the selected vacancy

Once the hiring manager is sent the candidate, they are able to schedule an interview. After the interview, hiring managers update the candidate in Salesforce. The interview and decision must be completed within 72 hours of receiving the candidate

If a hiring manager wishes to offer a candidate, they need to contact the recruiter ASAP to submit the candidate in Salesforce to the HRBP for a formal offer

Point of Contact:
Business Partners

The designated HRBP will received the candidate in Salesforce, and call to provide them with a formal offer letter

Once the candidate accepts the offer, they will complete their background/fingerprinting and attend orientation

Candidate starts the position once all pre-employment comes back favorable

TALK TO US

Recruitment questions can be directed to a monitored email:
talentacquisition@columbus.k12.oh.us

Hiring Process 7



Recruiters

STEP 1: CONFIRMING THE VACANCY

When a vacancy is confirmed, it is promptly posted in Salesforce and relevant job boards. This ensures visibility and initiates the hiring process.

STEP 2: VETTING CANDIDATES

Recruiters review applications to verify that candidates meet the necessary qualifications. This includes assessing resumes, confirming ODE licenses, and checking references to determine suitability.

STEP 3: CANDIDATES RECOMMENDATION

Once a candidate is identified for a role, the recruiter emails the hiring manager—copying the Area Superintendent and Leadership Coach—to recommend the candidate. The hiring manager has 72 hours to schedule an in-person interview and make selection. If no interview is scheduled within this timeframe, HR will place the candidate as needed.

Hiring Process 8

Recruiters

STEP 4: INTERVIEW FEEDBACK

After the interview, hiring managers must update the candidate's application status in Salesforce. If they decide not to move forward, they must document the reason in the system.

STEP 5: HIRING DECISION

Hiring managers cannot extend job offers directly. Instead, they must notify the recruiter immediately if they want to move forward with a candidate. The recruiter updates Salesforce and submits the candidate's details to Business Partners (BP), who handle the formal offer process and become the candidate's main point of contact.

STEP 3: CANDIDATES RECOMMENDATION

If a hiring manager decides not to extend an offer, they must document the reason in the applicant's Salesforce profile, providing a disposition explaining why the candidate was not a good fit.



“Yes to Desk”

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Onboarding Process

Columbus City Schools Onboarding process is designed to ensure a seamless transition for new principals as they step into their leadership roles. This guide provides a structured framework that supports new hires from the initial hiring stages through their first day of employment, setting the foundation for long-term success.

OFFER ACCEPTED TO LICENSURE SIGN OFF

The onboarding process begins once a candidate accepts an offer. The Strategic Staffing department prepares hiring documents, notifies the candidate and hiring administrator, and initiates pre-employment procedures. This includes completing I-9 paperwork, conducting background checks, and verifying licensure and education requirements. The State Board of Education (SBOE) completes the final licensing review and approvals, ensuring compliance with district and state requirements. HR staff and the candidate collaborate to ensure all documents are submitted and approved.

LICENSURE & BOARD OF EDUCATION APPROVAL

Upon completion of all pre-employment requirements, the HR Business Partners will board the candidate's employment with CCS.

“Yes to Desk”

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Business Partners

IT & FACILITY PREPARATION

HR staff enters the employees' information into MUNIS, the district's personnel system, and notifies both the candidate and department administrator, of their official onboarding status.

To facilitate a smooth transition, IT provides email and phone access, while administrators prepare workstations including office supplies and technology needs. Building access cards, parking passes and job specific system credentials are also assigned to ensure seamless integration into the district's operations

WELCOME & ORIENTATION

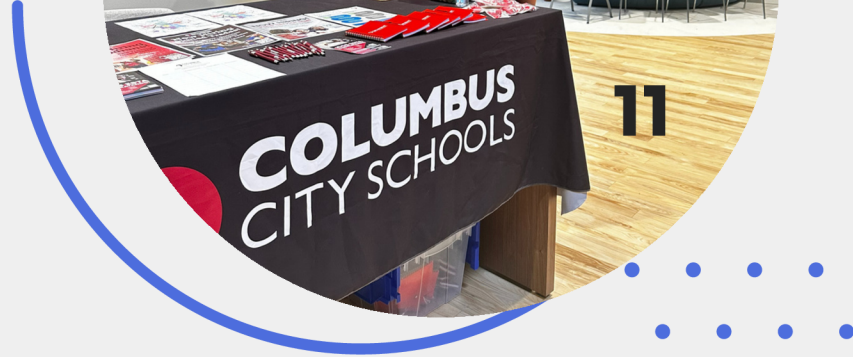
HR and administrative teams officially welcome new employees into the district. A comprehensive orientation session, at the start of employment, introduces district policies, expectations and available resources. The new principal receives an onboarding kit containing key documents, procedural guidelines and contact information. IT staff confirm system access, ensuring all communication and operational tools are fully functional.

TALK TO US

Pre-employment questions can be directed to a monitored email:

HR@columbus.k12.oh.us

FAQs



Q: How long does the hiring process take?

A: The process typically takes 2-4 weeks depending on candidate availability and background check timelines.

Q: What is the best way to communicate with Talent Acquisition?

A: All communication should be directed through the recruiters, business partners or by email at talentacquisition@columbus.k12.oh.us

Q: What happens to a candidate after the 72 hour window?

A: After 72 hours of no communication, the candidate will be placed in the position, if they select it.

Q: Who handles background checks?

A: Background checks are by Strategic Staffing HR@columbus.k12.oh.us

Q: How long does it take to receive BCI/FBI background check results?

A: Mailed results can take 4-6 weeks to receive.

Q: What happens if my top candidate declines the offer?

A: If a candidate declines, the principal should notify Talent Acquisition immediately to proceed with the next candidate or reopen the search.

Q: Can I make a hiring decision without involving Talent Acquisition?

A: No, all hiring decisions must go through Talent Acquisition to ensure compliance with district policies and procedures.

Q: Can delays occur due to candidate response time?

A: Yes. Untimely responses from candidates may cause delays in onboarding.

Common Reasons for Delay



Background Checks

- Mailed results can take up to 45 days to receive, plus time to review
- Out of state candidate who will not be relocating/visiting soon to complete background check in a reasonable time or does not want to mail in fingerprints to BCI (timely, not guaranteed quality prints, more expensive)

TB Clearance

- If a candidate has been outside of the US for more than 60 days within the past 5 years, they are required to get clearance by the CCS Health Services Dept.
 - Health Services will determine if they need to take additional steps before being cleared
 - HR must have a clearance document from Health Services

Transcripts

- Education outside of US requires valid course by course evaluation (can be timely & expensive)
- Recent graduate awaiting updated transcript from registrar, to include conferral of degree
- Other issues to delay receipt of transcripts can include fees owed to university or college/university closure

Licensure

- Out of state application process is more cumbersome
- New Graduate cannot pass needed exams
- Official Exam Results window are usually 1-4 weeks after exam
- Background check or transcript delays can directly impact issuance of license
- New graduate pending school signoff

Prior Experience Salary Review

- Trouble getting verification from prior employers will impact salary. Teacher may not be comfortable starting if we cannot solidify their expected salary