

# ATHLETIC STAFFING

Recommendation/Hiring Process Guide for Athletic Directors

## Reporting Coaches to Human Resources

### Coach Pay Submittal Spreadsheet (CPSS)

Submit your completed CPSS to Human Resources no later than two weeks prior to the season start date. Conflicting priorities may interfere with clearance for duty if this deadline is not met.

Hires made after the submittal of the CPSS may be reported via the Recommendation to Hire or the Coach Hire—Athletics Staff (coaching/non coaching) forms mentioned below. Be sure to include Season, Coach type, Sport, Position, and Pay information on those forms.

#### SUBMISSION DEADLINE for Coach Pay Submittal Spreadsheet (CPSS)

Two weeks prior to each  
season start date.

Names of your coaches should  
be identified and submitted by  
this deadline to assure timely  
clearance for duty and  
payment.



## Selection Process for New Coaches

### Option 1: Posting the Position

If you desire to post your coach opening, please contact our Talent Acquisition Specialist, [Jacqueline Byas](#). She will provide posting requirements and other information to assist you.

**Remember, if you post a position, you must hire from the pool of candidates for that position by completing the *Recommendation to Hire in TalentEd Applicant Tracking*.**

### Option 2: Direct Selection

Coaching positions may be filled via recommendations from reputable sources such as your current coaching or school staff without posting the position. For new-to-CPS staff selections remember to complete the same careful, professional reference checks you would if you were posting the position.

**Complete the Available Form *Coach Hire - Athletics Staff (coach/non coaching)* in TalentEd Records.**

**NOTE:** When prompted, mark the Add for Myself button.

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Current teachers and salaried staff members are cleared for duty prior to beginning their regular duties. They may be added to your CPSS automatically unless the position was posted. The hire cycle must be completed when posting a position. The candidates in the