

# New Sweeper Hiring Process

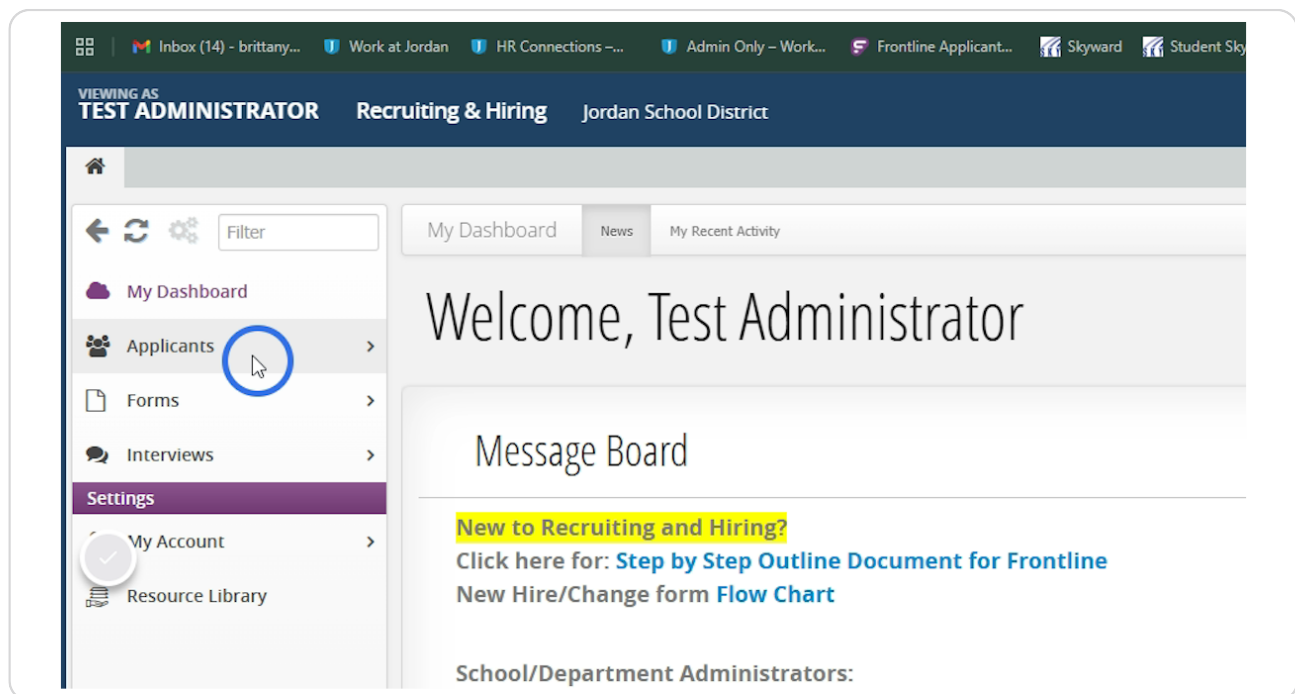
Effective 10/1/2025

## Log in to Frontline Recruiting and Hiring

15 Steps 

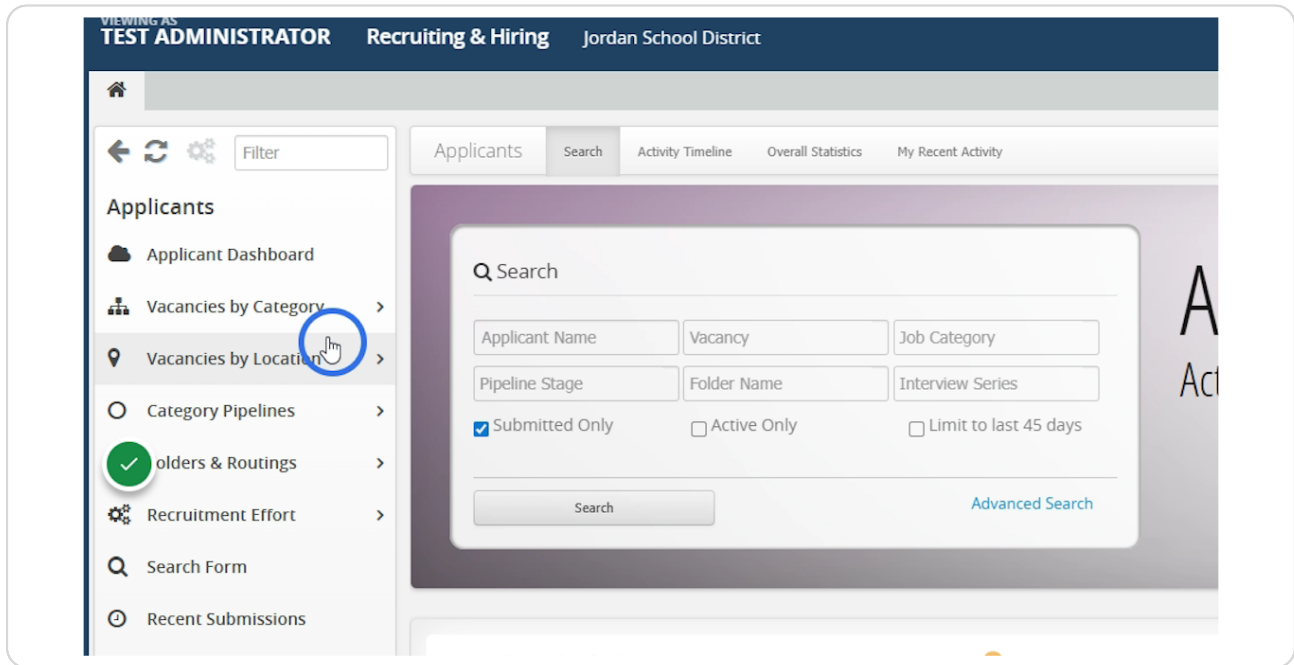
### STEP 1

#### Click Applicants



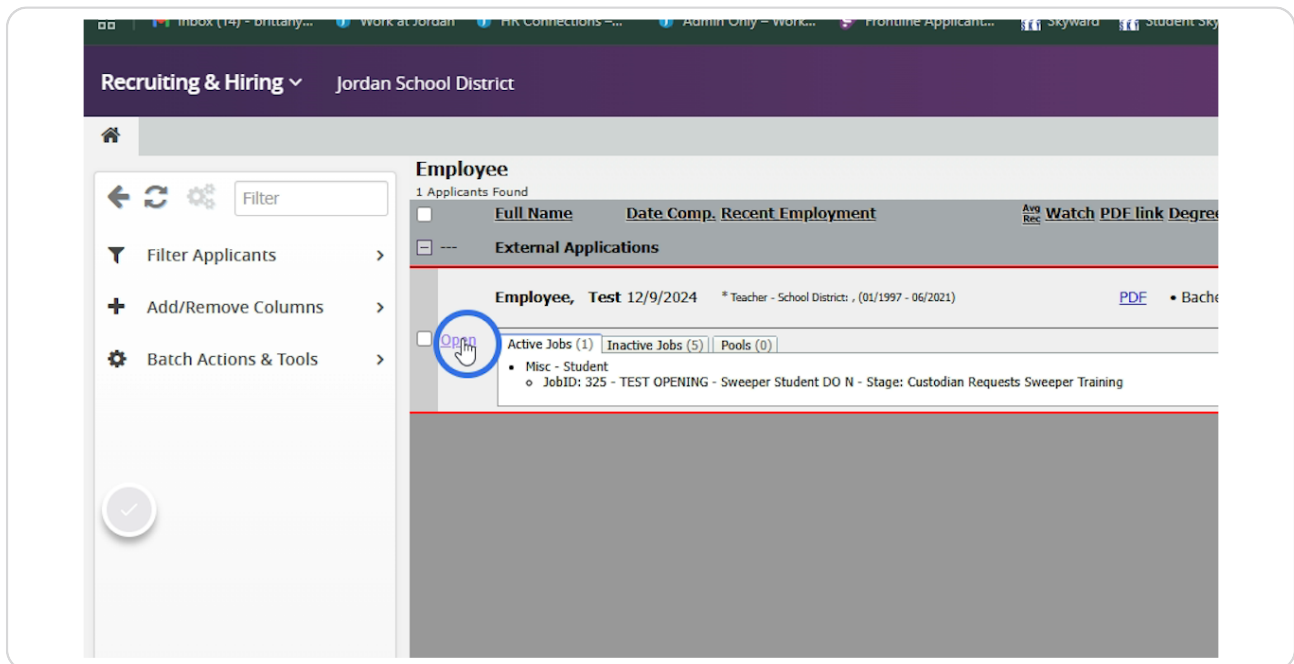
## STEP 2

### Click Vacancies by Location



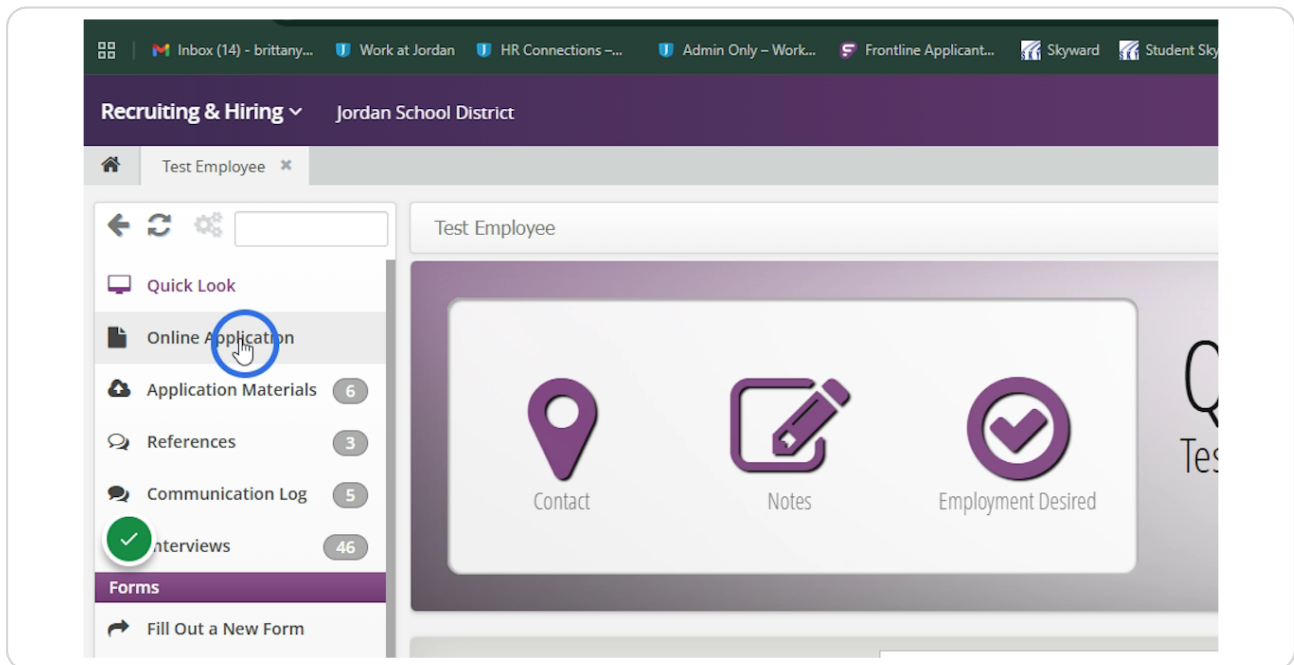
## STEP 3

### Click Open to view individual applicant



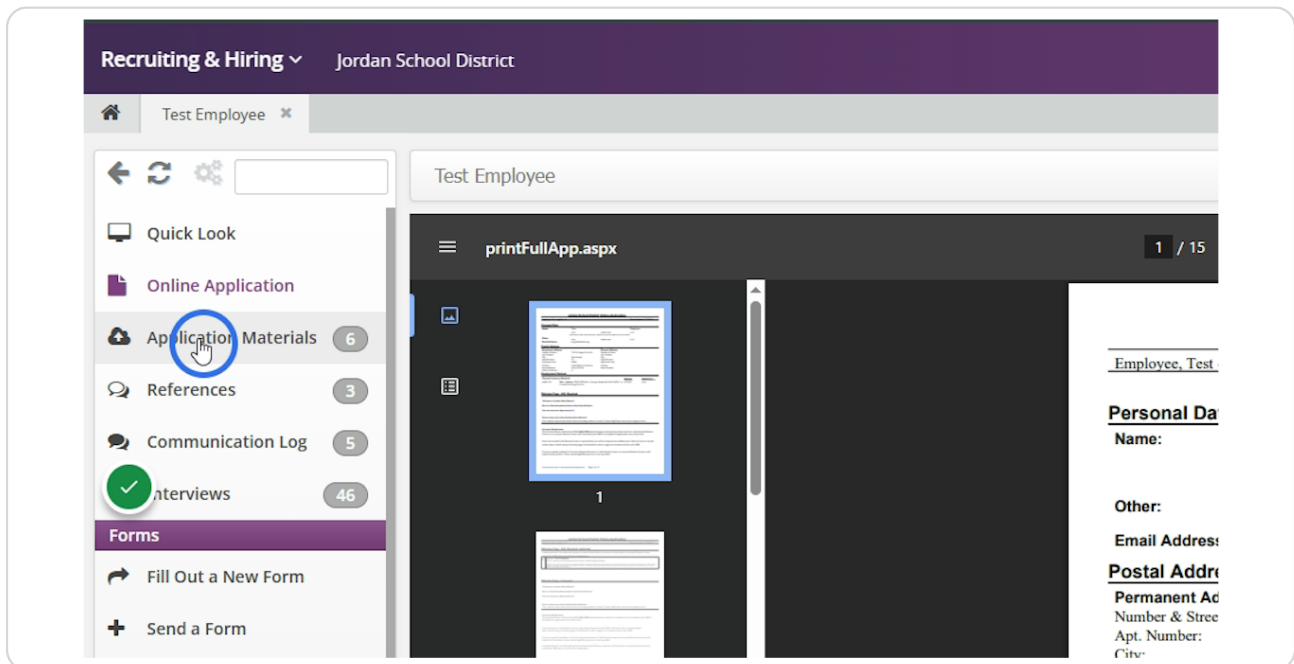
## STEP 4

Click Online Application to view information about applicant



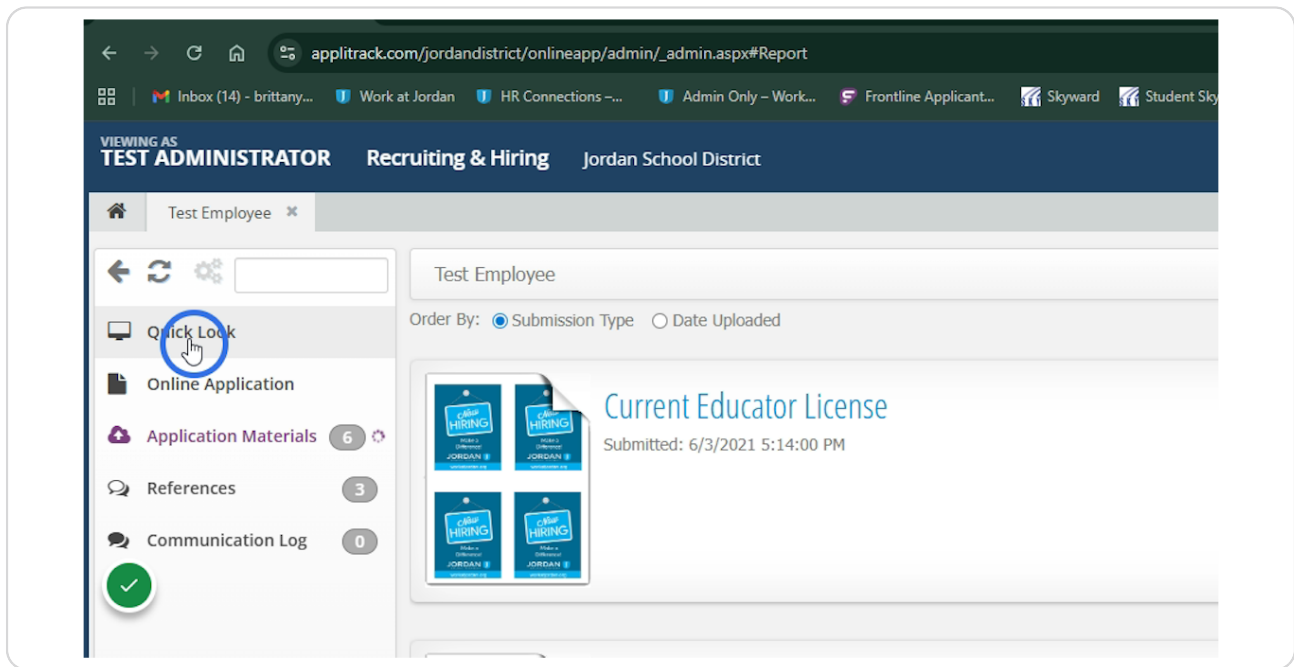
## STEP 5

Click Application Materials to see attachments such as resume.



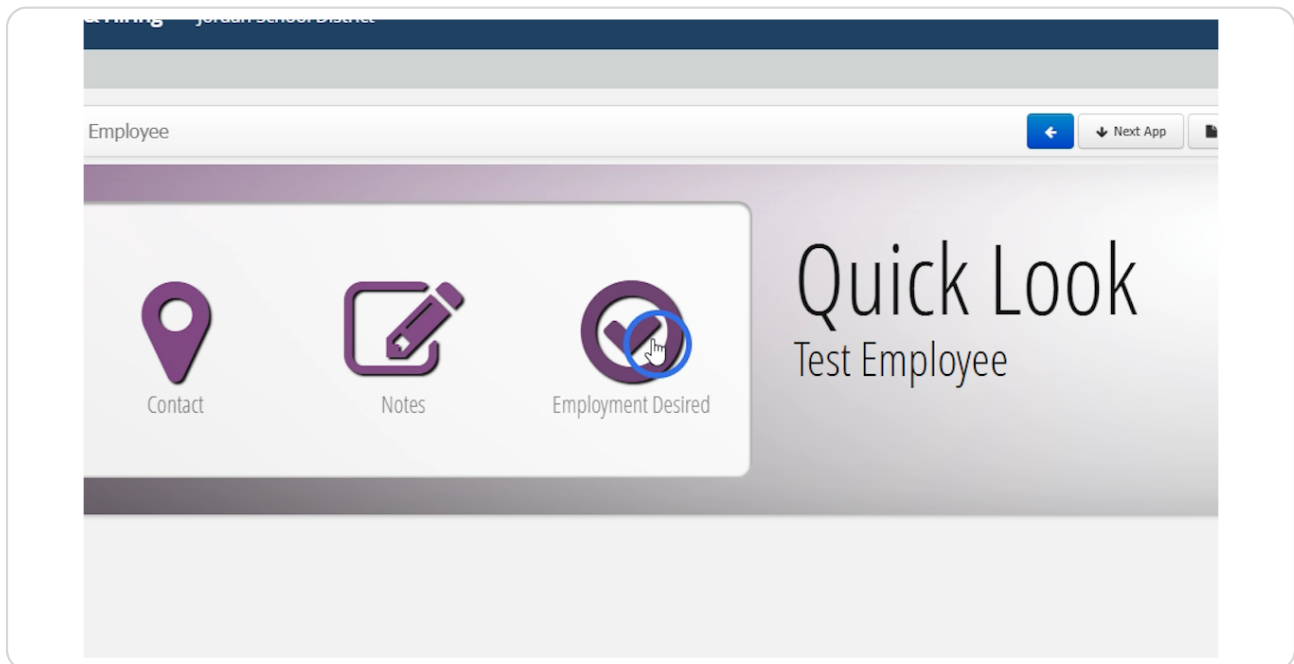
## STEP 6

Click Quick Look to go back to main applicant page



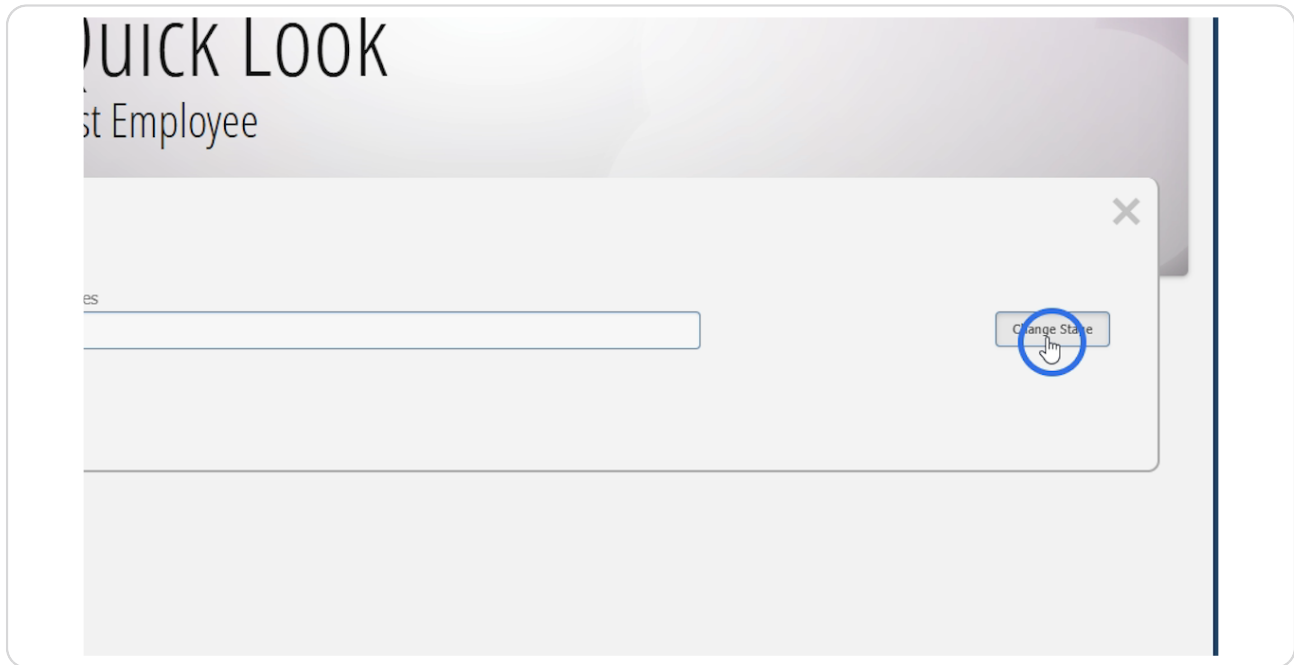
## STEP 7

Click Employment Desired to move applicant in hiring process.



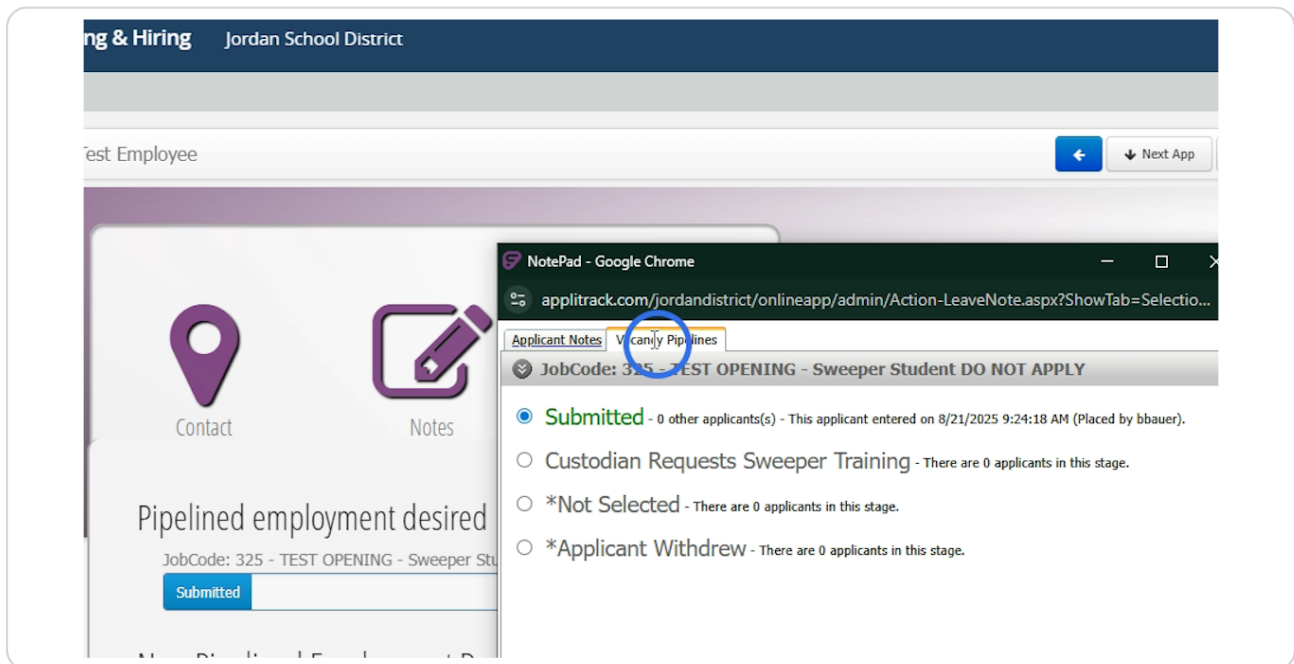
## STEP 8

### Click Change Stage



## STEP 9

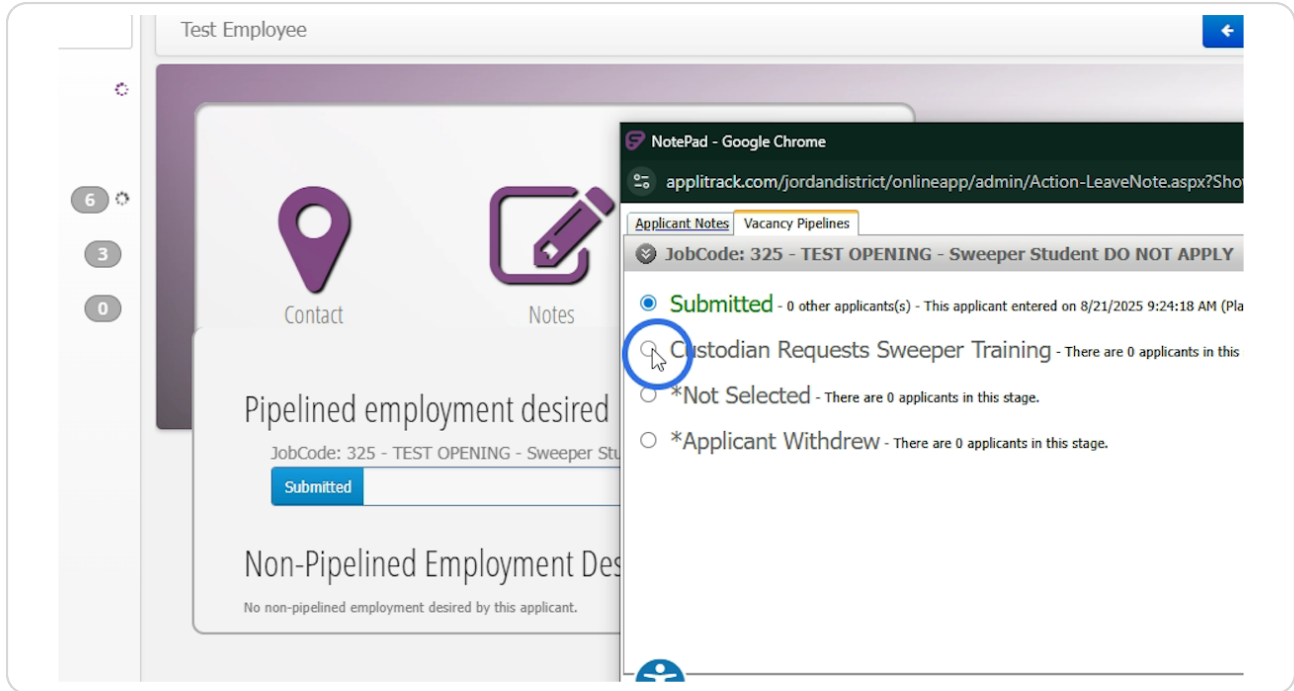
### Click Vacancy Pipelines



## STEP 10

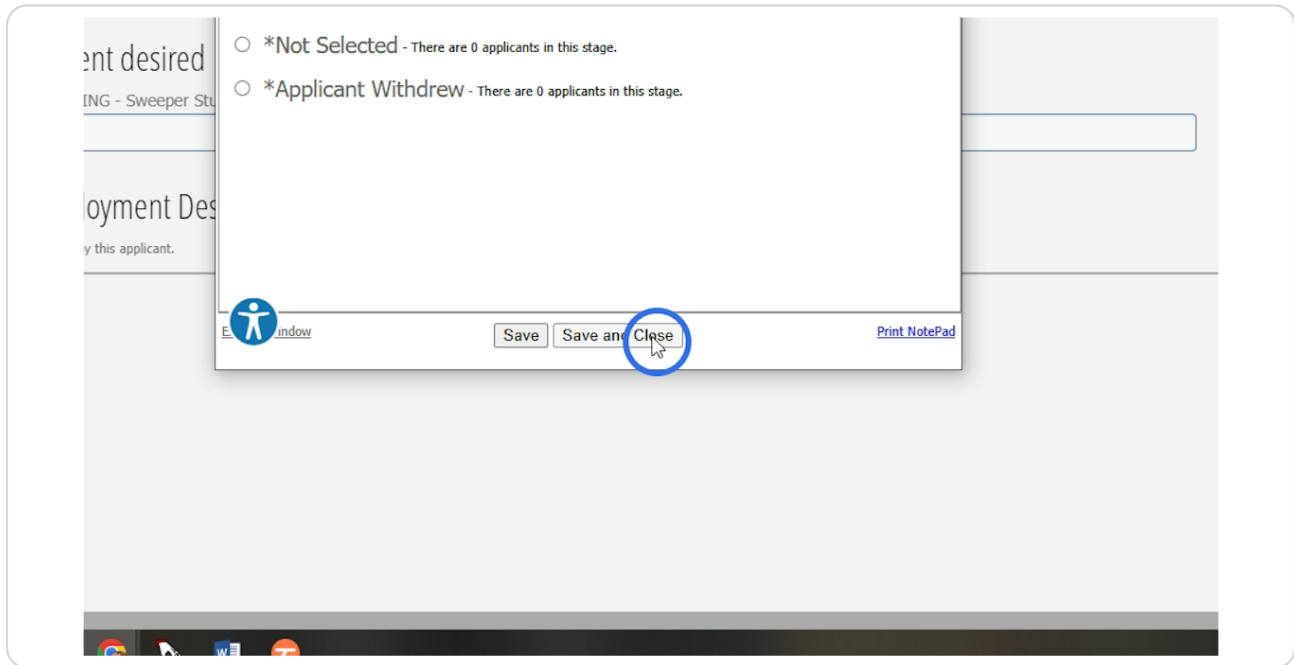
### Select proper pipeline stage - to hire, select Custodian Requests Sweeper Training.

If you will not be hiring this sweeper, please move to Not Selected or Applicant Withdrew pipeline stage.



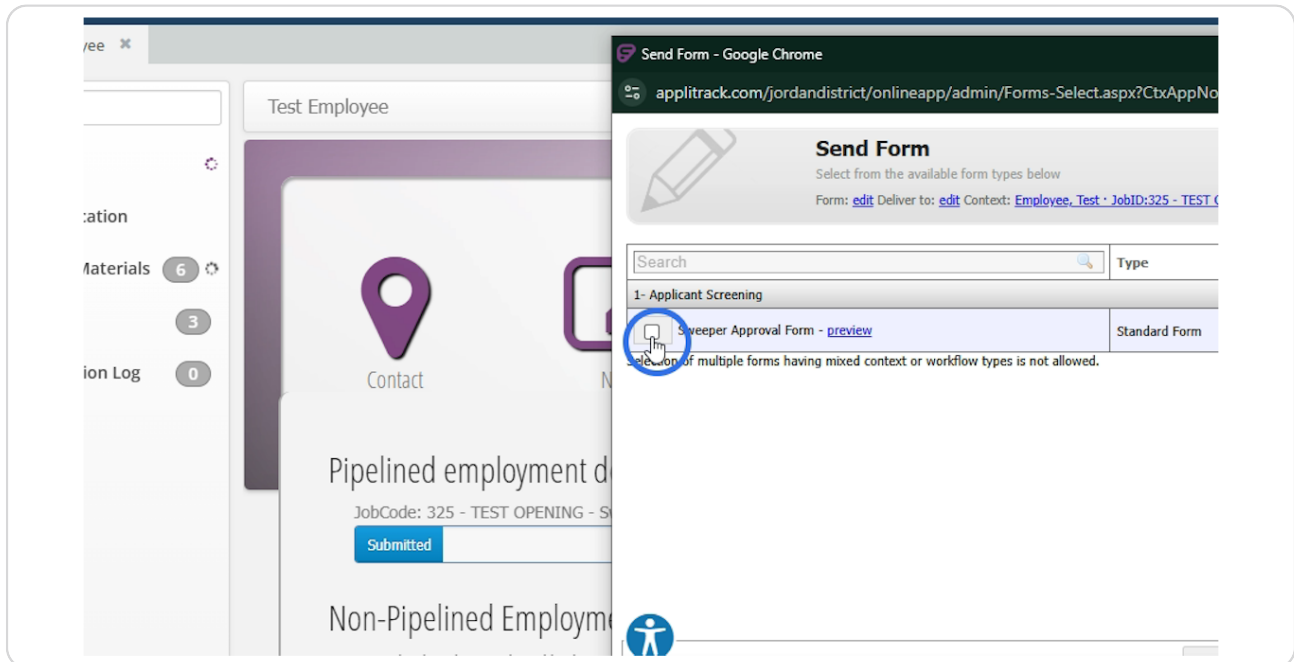
## STEP 11

### Click Save and Close



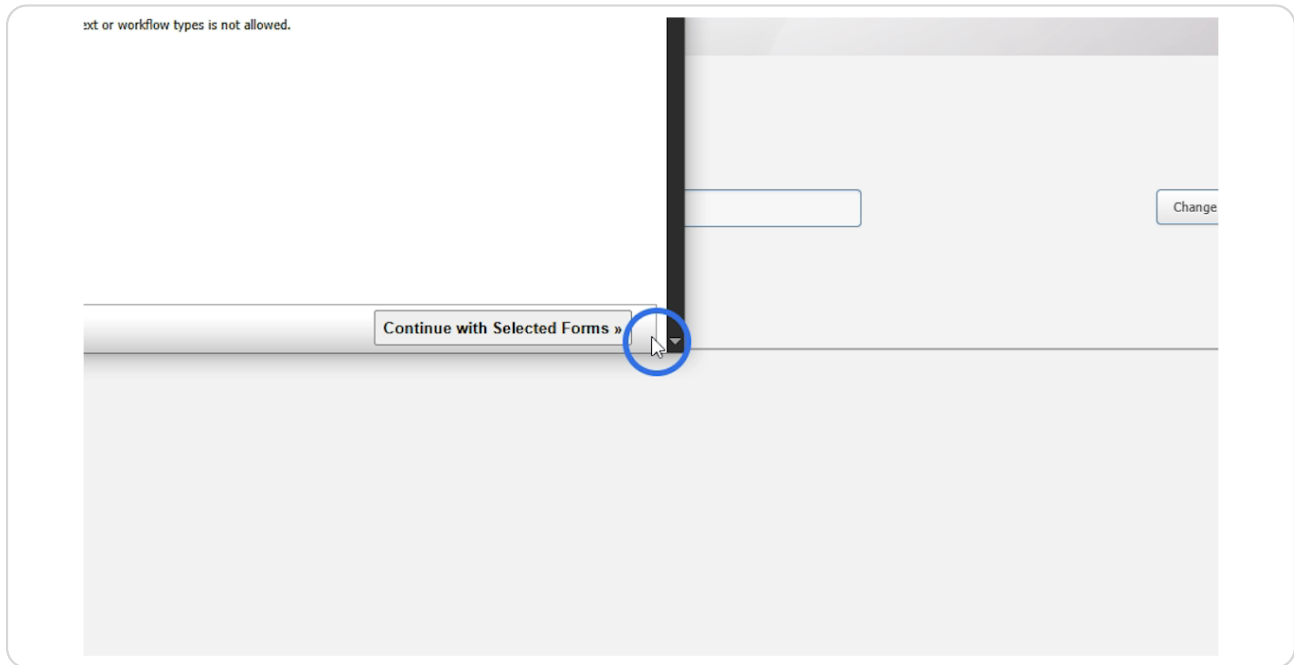
## STEP 12

### Click check box next to Sweeper Approval Form



## STEP 13

### Click Continue with Selected Form



## STEP 14

### Complete form fields

Administrative Preview - Responses displayed are from the sample application. Changes are not saved.

### Sweeper Approval Form

**Warning:** You are not the assigned user for this stage.  
[Remove Applicants or Employees](#)

Please answer the questions below.

**Sweeper Approval Form**

**Sweeper Name:** Sample Applicant

**School Location:**

**Sweeper Phone #:** -

**Sweeper Email Address:** sample@aspexsolutions.com

**Requested Sweeper Training Date 1:**

**Backup Sweeper Training Date 2:**

**Backup Sweeper Training Date 3:**

**Has this sweeper ever worked for JSD before?** ☐ Yes ☐ No

**I have hired and authorize this sweeper to attend sweeper training and have notified them that new hire forms will be sent to the email address listed above. Sweeper is eligible to attend sweeper training.**



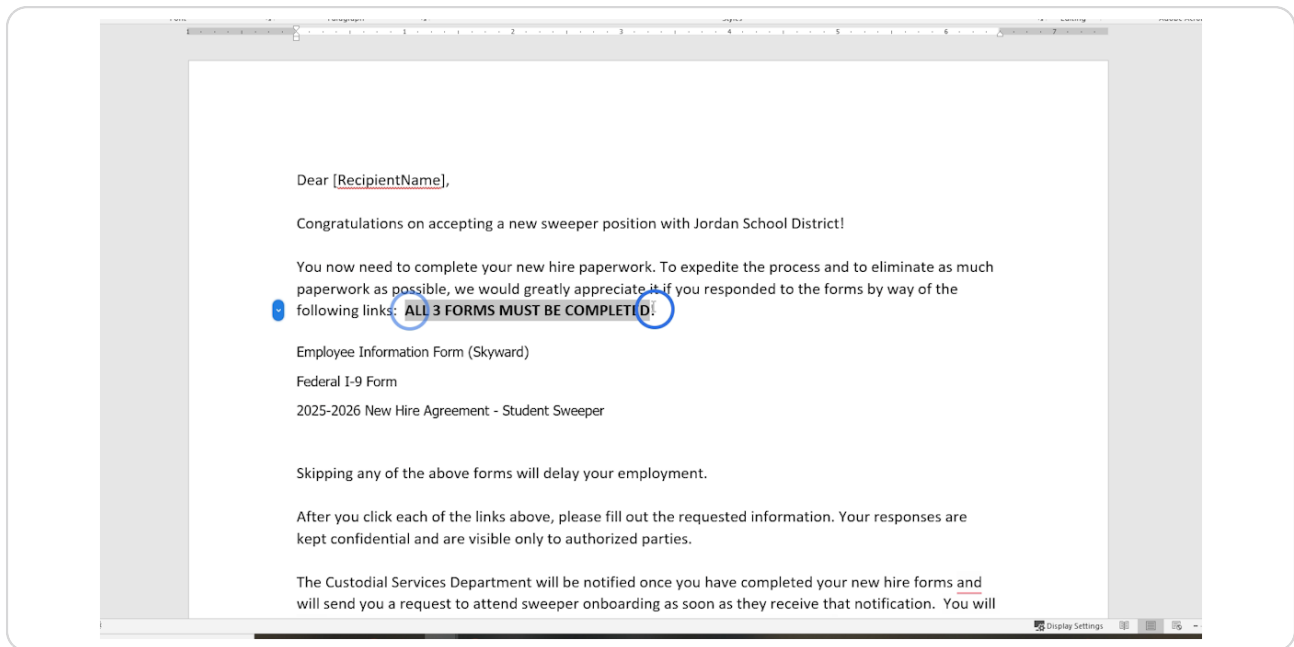
**Type your name and Click to Digitally Sign. Click Submit Form.**

## # Custodial Services

Will initiate new hire paperwork to sweeper.

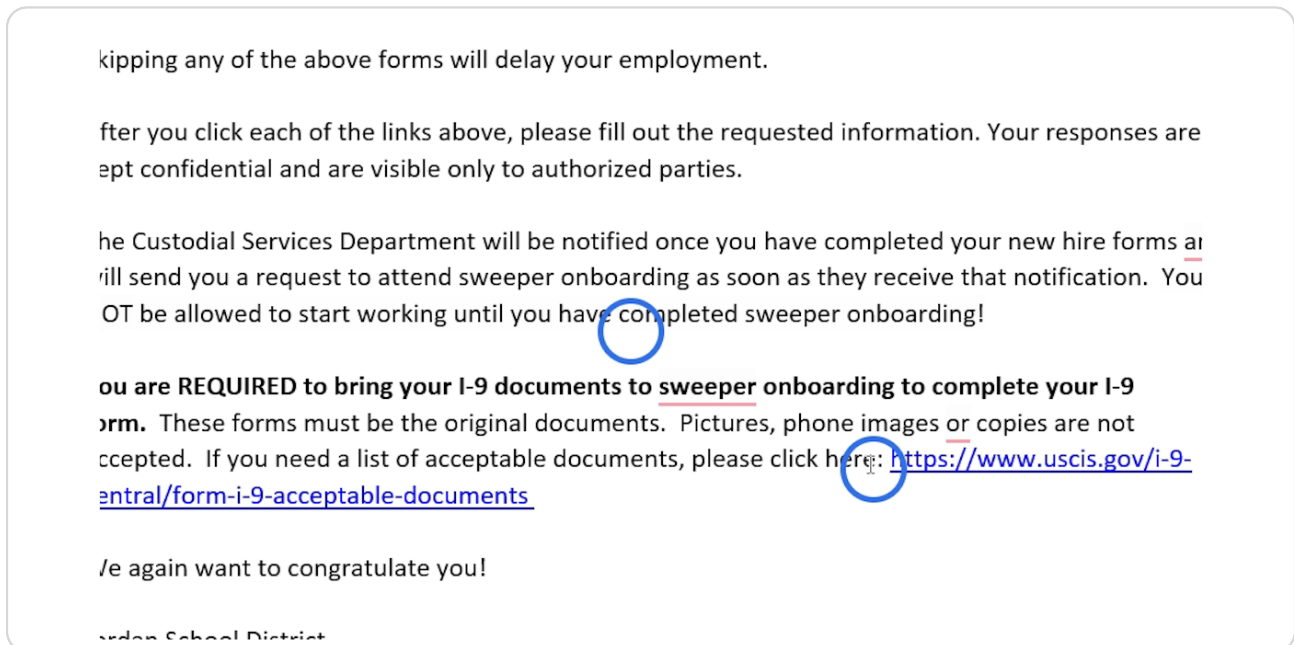
## STEP 16

Sweeper will receive an email with links to 3 forms to complete.



## STEP 17

There is a link in the email to help them determine which I-9 Documents they can use. \*\*\*One document MUST have be a picture ID!\*\*\*



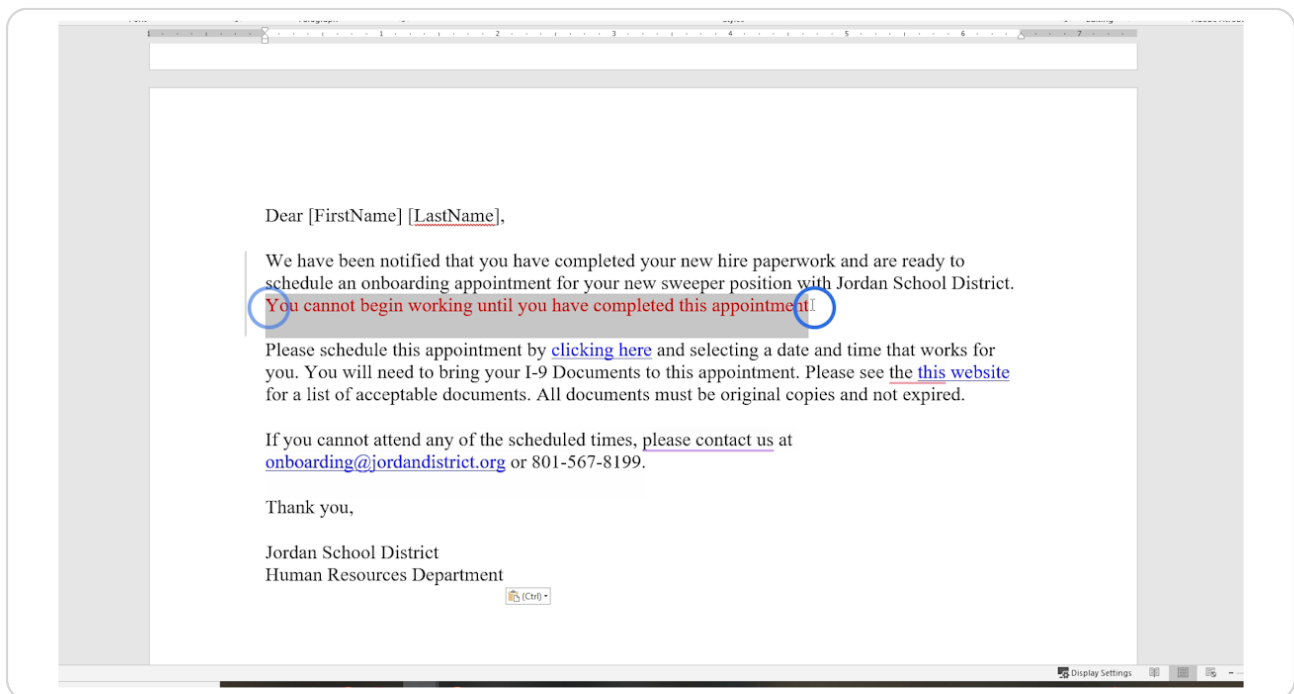
## STEP 18

### Custodial Services will be notified

When all 3 forms are completed by Sweeper. Custodial Services will then submit a hire sheet to HR.

## STEP 19

HR will send an email to sweepers to sign up for an onboarding appointment time. The sweeper cannot begin working until they have attended this appointment.



## STEP 20

**There is a link to sign up for an onboarding time in the email message.**

Dear [FirstName] [LastName],

We have been notified that you have completed your new hire paperwork and are ready to schedule an onboarding appointment for your new sweeper position with Jordan School I  
**You cannot begin working until you have completed this appointment.**

Please schedule this appointment by [clicking here](#) and selecting a date and time that work you. You will need to bring your I-9 Documents to this appointment. Please see [the this v](#) for a list of acceptable documents. All documents must be original copies and not expired

If you cannot attend any of the scheduled times, [please contact us at onboarding@jordandistrict.org](#) or 801-567-8199.

Thank you,

Jordan School District  
Human Resources Department

## STEP 21

**If they cannot find a time that works with their schedule, the sweeper can all the onboarding team. Their contact information is in the email.**

**You cannot begin working until you have completed this appointment.**

Please schedule this appointment by [clicking here](#) and selecting a date and time that work you. You will need to bring your I-9 Documents to this appointment. Please see [the this v](#) for a list of acceptable documents. All documents must be original copies and not expired

If you cannot attend any of the scheduled times, [please contact us at onboarding@jordandistrict.org](#) or 801-567-8199.

Thank you,

Jordan School District  
Human Resources Department



# # Sweeper attends onboarding

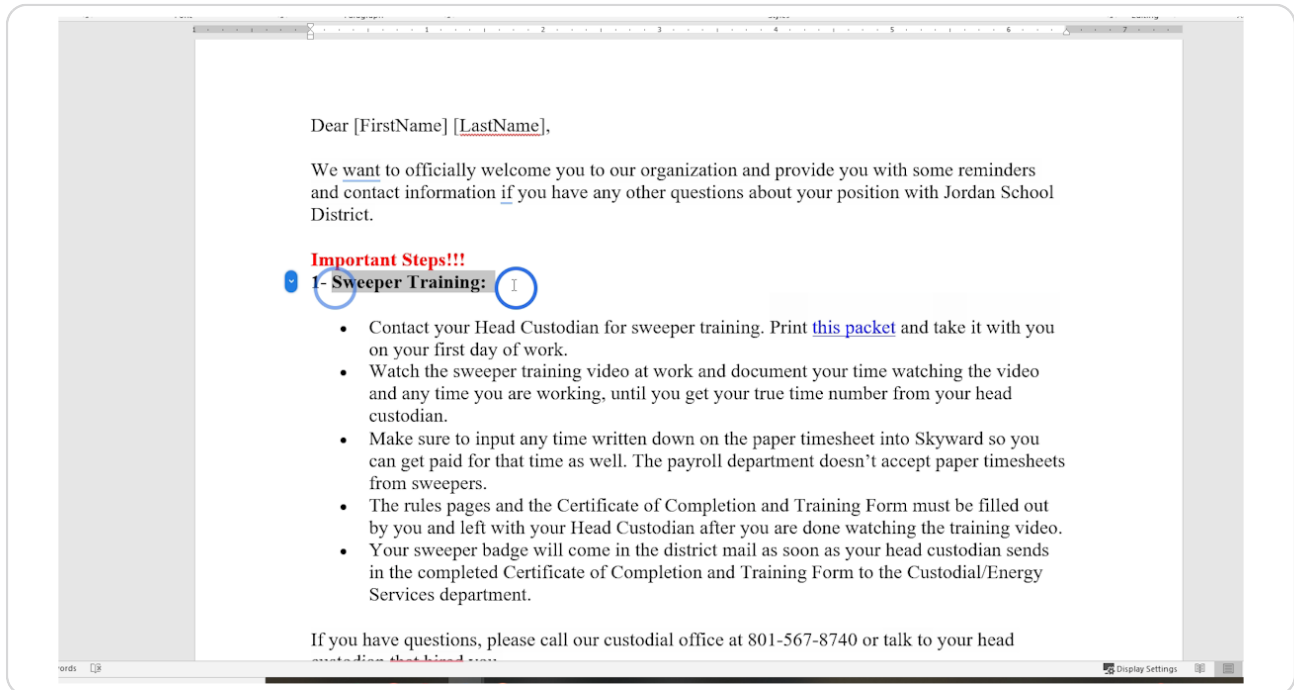
4 Steps

At the District Office building. HR will collect I-9 documents and take badge photo.

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## STEP 22

**After all documents are collected by HR. Sweeper will receive their final email message. This email will have directions for completing Sweeper Training Packet.**



## STEP 23

Email message will have link to PDF packet for sweepers to print out.

you to our organization and provide you with some reminders  
have any other questions about your position with Jordan School

odian for sweeper training. Print [this packet](#) and take it with you  
s.

ing video at work and document your time watching the video  
orking, until you get your true time number from your head

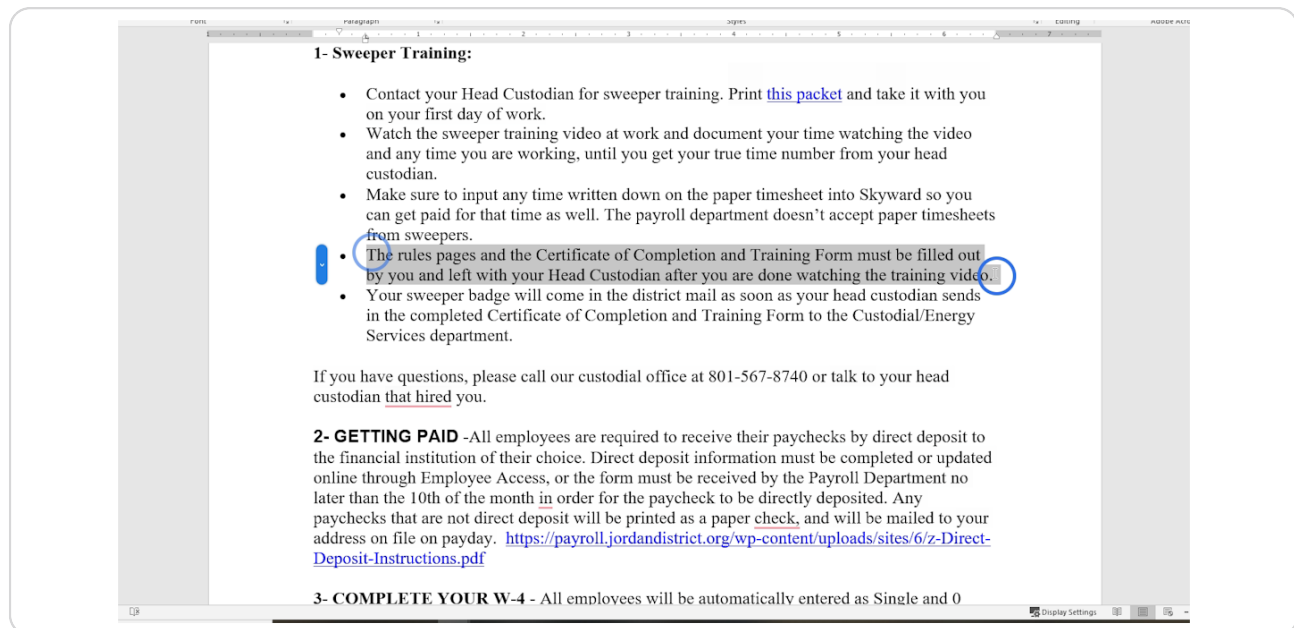
ime written down on the paper timesheet into Skyward so you  
e as well. The payroll department doesn't accept paper timesheets

Certificate of Completion and Training Form must be filled out

Head Custodian after you are done watching the training video

## STEP 24

After watching sweeper training and completing sweeper packet, the head custodian will sign Certificate of Completion and send it to Custodial Services.



**1- Sweeper Training:**

- Contact your Head Custodian for sweeper training. Print [this packet](#) and take it with you on your first day of work.
- Watch the sweeper training video at work and document your time watching the video and any time you are working, until you get your true time number from your head custodian.
- Make sure to input any time written down on the paper timesheet into Skyward so you can get paid for that time as well. The payroll department doesn't accept paper timesheets from sweepers.
- The rules pages and the Certificate of Completion and Training Form must be filled out by you and left with your Head Custodian after you are done watching the training video.
- Your sweeper badge will come in the district mail as soon as your head custodian sends in the completed Certificate of Completion and Training Form to the Custodial/Energy Services department.

If you have questions, please call our custodial office at 801-567-8740 or talk to your head custodian that hired you.

**2- GETTING PAID** -All employees are required to receive their paychecks by direct deposit to the financial institution of their choice. Direct deposit information must be completed or updated online through Employee Access, or the form must be received by the Payroll Department no later than the 10th of the month in order for the paycheck to be directly deposited. Any paychecks that are not direct deposit will be printed as a paper check, and will be mailed to your address on file on payday. <https://payroll.jordandistrict.org/wp-content/uploads/sites/6/z-Direct-Deposit-Instructions.pdf>

**3- COMPLETE YOUR W-4** - All employees will be automatically entered as Single and 0

## STEP 25

**Custodial Services will create sweeper's ID badge and will send it to school via District Mail.**

**1- Sweeper Training:**

- Contact your Head Custodian for sweeper training. Print [this packet](#) and take it with you on your first day of work.
- Watch the sweeper training video at work and document your time watching the video and any time you are working, until you get your true time number from your head custodian.
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**2- GETTING PAID** -All employees are required to receive their paychecks by direct deposit to the financial institution of their choice. Direct deposit information must be completed or updated online through Employee Access, or the form must be received by the Payroll Department no later than the 10th of the month in order for the paycheck to be directly deposited. Any paychecks that are not direct deposit will be printed as a paper [check](#), and will be mailed to your address on file on payday. <https://payroll.jordandistrict.org/wp-content/uploads/sites/6/z-Direct-Deposit-Instructions.pdf>

**3- COMPLETE YOUR W-4** - All employees will be automatically entered as Single and 0

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