

## Support Staff Personnel How to Get In the Qualified Selection Pool (QSP)

Once you have successfully passed your initial six (6) month probationary period with the Clark County School District, you are eligible to interview and transfer to other open positions. In order to qualify for these positions you must be in the appropriate Qualified Selection Pool (QSP). **You may only request placement on the QSP once every six (6) months, using one request form limited to five (5) positions.** This will allow individuals the possibility of requesting placement review for ten (10) positions a year, in addition to any advertised positions.

**Please follow the procedure below to request placement in a Qualified Selection Pool:**

### **Step One: Review the job description**

Job descriptions can be accessed on our website [www.ccsd.net/jobs](http://www.ccsd.net/jobs), listed under the “Support Staff” heading at top of the page. Job descriptions will indicate the training, experience, and skills necessary to qualify for the placement in a QSP.

### **Step Two: Download the QSP Form**

Forms may be obtained at your work site, in Support Staff Personnel, or accessed on our website [www.ccsd.net/jobs](http://www.ccsd.net/jobs). Click on “Application Process” listed under “Support Staff Personnel”, then click on the “Download QSP Form” option.

### **Step Three: Submit the QSP form and supporting documentation**

Interested candidates **must** present the supporting documents with the QSP request form (i.e. CPR/AED Certificate, DMV Report, transcripts, etc.). Refer to the section, “documents required at the time of application”, on the job description. **Incomplete QSP requests will not be processed!** Requests and supporting information must be received by Support Staff Personnel prior to an advertised vacancy’s closing date and time to be considered for that vacancy.

Completed QSP forms and supporting documents **may** be hand carried to Support Staff Personnel, sent via U.S. mail or in-district mail to: Support Staff Personnel at 2832 East Flamingo Road, Las Vegas, NV 89121. **Note: ONLY Rural** (Laughlin, Mesquite, etc.) applicants may fax their QSP form to (702) 799-1141.

To ensure your QSP and supporting documentation is received by Support Staff Personnel prior to the advertisement closing date and time, we recommend that you hand carry your request to Support Staff Personnel. **Support Staff Personnel is not responsible for any delay in receipt due to the U.S. mail, district mail, or any other circumstance.**

\*\*\*You must submit a QSP prior to the advertised closing in order to be considered\*\*\*

1. Once your QSP has been evaluated, you will receive verification via U.S. mail.
2. Please allow ten (10) days for the processing of your request.
3. Retain a copy of all documents submitted for your files.

**If you have any questions, please contact Support Staff Personnel at 799-5328.**

## GUIDELINES FOR TYPING CERTIFICATION

The following guidelines are provided to employees and applicants when a typing test is required:

In order for your application or QSP request to be considered by the Clark County School District, certified test results must conform to the following criteria:

- must be on testing agency's official form or letterhead;
- must be an original certification;
- must be dated and cannot be more than six months old;
- must be proctored by authorized personnel;
- must be signed by a person authorized to do such testing;
- must say that the duration of the test was five (5) minutes;
- must list the gross number of words typed per minute; and
- must list number of errors, no more than five (5) errors will be accepted.

The typing test may be administered on a typewriter or computer. To achieve net score, we multiply gross words by five, multiply errors by 2, subtract errors from the gross, and then divide by 5.

**Note: We will compute your net typing speed based on the certificate you provide. Our formula for determining net speed is not always the same as testing agencies. The standard accepted test score is no more than five (5) errors on a five-minute test. The test submitted must list the number of gross words typed in order for us to compute, using this formula.**

Most large employment agencies charge a fee, between \$5 and \$15, for administering the test; however, they service their own clients first, and testing may not be available when you need it if you wait until the last minute. The Clark County School District does not endorse any particular agency or school for testing purposes. Consult the telephone directory for agencies.

Submit your typing certification to Support Staff Personnel along with your application or QSP form, before the closing date of the vacancy announcement.

Normal Hours of Operation: Monday through Friday, 7:00 A.M. to 5:00 P.M., excluding holidays  
Summer Hours of Operation: Monday through Friday, 7:00 A.M. to 4:00 P.M., excluding holidays

Location: Edward Greer Education Building  
2832 East Flamingo Road  
Las Vegas, NV 89121

Information line: 702-799-5328  
[www.ccsd.net/jobs](http://www.ccsd.net/jobs)

Typing guidelines as stated effective March 18, 2004

# REQUEST FOR PLACEMENT IN A QUALIFIED SELECTION POOL (QSP) FORM

CURRENT POSITION: \_\_\_\_\_ WORK LOC #: \_\_\_\_\_

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

CITY-STATE-ZIP: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

To: Support Staff Personnel (Loc. # 032), Human Resources Division

Subj: Request for placement in a **Qualified Selection Pool (QSP)**

I have reviewed the job description(s) and have attached the required documentation, which qualify me for the following requested position(s). **I understand this request will not be processed if required documentation is not attached to this request.** **Note: No e-mails.** This request must be hand delivered, sent through U.S. mail, or school mail if you are a local applicant. Rural (Blue Diamond, Laughlin, Mesquite, etc.) applicants ONLY may fax this form and required documentation to (702) 799-1141. You must be in the appropriate Qualified Selection Pool prior to the advertisement closing date of the vacancy to be considered. **Retain a copy of this document for your files.**

Please refer to page two (2) for the specifics regarding typing guidelines.

- I am applying for an open position. Title: \_\_\_\_\_ Position Code: \_\_\_\_\_  
The closing date for this position is: \_\_\_\_\_.
- I am not applying for an open position. I simply want to qualify for the following positions.

|   | POSITION TITLE | POSITION CODE |
|---|----------------|---------------|
| 1 |                |               |
| 2 |                |               |
| 3 |                |               |
| 4 |                |               |
| 5 |                |               |

**I UNDERSTAND THIS DOCUMENT MAY NOT BE PROCESSED FOR 10 WORKING DAYS.**

EMPLOYEE SIGNATURE: \_\_\_\_\_

**[HUMAN RESOURCES USE ONLY]**

|            | APPROVED | DISAPPROVED | REASON CODE | INITIALS |
|------------|----------|-------------|-------------|----------|
| POSITION 1 |          |             |             |          |
| POSITION 2 |          |             |             |          |
| POSITION 3 |          |             |             |          |
| POSITION 4 |          |             |             |          |
| POSITION 5 |          |             |             |          |

REASON CODES: 1: CPR/AED/First Aid 2: Health Card 3: Typing Test (\_\_\_\_\_wpm) 4: H.S./Degree  
5: NV Driver's License (Class C, B, or A) 6: DMV Printout 7: Experience  
8: CERTIFICATIONS: \_\_\_\_\_  
9: OTHER: \_\_\_\_\_

AUTHORIZING SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_