

How to Request and Hire a Long Term Sub

- Access the LTS Request Form in Form Finder.
- Complete and submit the form. Dates may be approximate. If you know who you want to interview, list the name(s) in the space provided. If you already know who you want to hire, indicate that in the additional information field. You should also include any information about schedules or subjects that will help us recruit the right person for the job. *Be sure to indicate if the job is part time (and the hours).* Indicate the dates and time for the interviews.
- Submit the form electronically.
- Your request is sent directly to the Talent Management/Support/Substitute Team for processing. They will set up your interviews using Frontline whenever possible or the schools can set up the interviews directly in Frontline. (Some of our subs may have been with FCPS before 2013, and will not have an application in Frontline).
- **Talent Management/Support Contacts:**

Kimberly Toler, Kimberly.toler@fcps.org, 301-644-5098

Elizabeth Donegan, Elizabeth.donegan@fcps.org, 301-644-5087

- Interview your candidates and make your selection. Complete reference checks (if necessary) and forward to HR. Enter interview results in Frontline for all applicants.
- Contact the Talent Management/Support/Substitute Team with the candidate selected.
- The Personnel Officer will offer the position and hire your long-term sub.
- ***PLEASE NOTE: If the long-term sub is new to the system, they will need to be fingerprinted and hired and their background check will need to be complete before they can start.***

If you need help or updates at any point in the process, do not hesitate to call. We are happy to help.