Pre-Qualification Frequently Asked Questions
(NOTE: This applies to CLASSIFIED positions only)

Q What is a pre-qualified pool?
A A pre-qualified pool is a group of candidates who successfully meet the requirements for a specific position title that has been designated by Classified Recruitment as a “pre-qualified” position.

Q How do I know which position titles require pre-qualification?
A This information is detailed on the site specific position postings.

Q How do I “pre-qualify”?
A If you wish to pre-qualify for a particular position title, please go to www.sandiegounified.org/jobs and look for the posting that references (Pre-Qualified Pool).

Q Are the testing procedures the same for all positions that require pre-qualification?
A Most pre-qualification positions require a multiple-choice computer exam and some may require an additional Microsoft Word and/or Excel exam.

Q How will I know if I am pre-qualified?
A Classified Recruitment will notify candidates of their application review and/or test results by email. This notification will indicate whether or not you were successful in the pre-qualification process for that particular position title.

Q What if I am not successful in the pre-qualification process?
A You may re-apply for pre-qualification opportunities when they are posted.

Q So, I'm pre-qualified…Now what?
A Congratulations! You are now able to apply for site-specific openings within your pre-qualified position title. Look for these opportunities on www.sandiegounified.org/jobs.

Q Can I apply for more than one site-specific opening at a time?
A Yes, but be sure that you are truly interested in that school location and the number of hours offered.

Q Can I be pre-qualified for more than one position title at a time?
A Yes, we encourage it.

Q I am pre-qualified for a certain position but that site-specific position requires bilingual skills. What can I do?
A At the time a site-specific position closes a list of eligible applicants is created. If the District has not certified that you are bilingual, you will be contacted by Recruitment to be tested and become certified in that language. If you do not have the bilingual skill(s) required of the site-specific position, then you should not apply for that site-specific opening.

Q What if I have not received my notification letter stating I am pre-qualified and there is a site-specific opening that I want to apply for?
A You should receive notice within 10-15 working days from the test date. You must be pre-qualified prior to the filing deadline in order to apply for a site-specific opening.

Q So I’ve applied for a site-specific opening…What happens next?
A Following the filing deadline, all eligible pre-qualified candidates will receive a ranking notification letter for each site-specific opening. Your ranking will vary for each site-specific opening depending on the number of interested candidates.

Q Will the site receive the names of ALL the eligible pre-qualified candidates who received a ranking letter?
A No, only the top 10 candidate names will be certified and forwarded to the hiring manager.

Q May I contact the site directly once I am notified of my ranking?
A No. The hiring manager will contact you if they wish to conduct an interview.

Q How long do I stay in the “pre-qualified” pool?
A If you are successful in the recruitment process, you will remain active in the pool for a three-year period. Unless otherwise notified, no further application and/or testing is required for that particular position title.

NOTE: If your prequalification is scheduled to expire within a year, this is your opportunity to extend your prequalification status without interruption.