New Hire Procedures

When it is determined that an additional or replacement position is to be filled, the following steps must be followed to insure that the employee is paid promptly, their record is set up for the various areas to process the new hire, and the University is in compliance with various federal and state regulations and laws. The new hire procedure applies to all full-time, part-time, temporary, staff and faculty positions, but does not apply to adjunct faculty, graduate assistants, student interns, student workers or student work study. **All paid positions, however, are subject to reporting to the Human Resources Department prior to beginning any work assignment to complete required paperwork.**

**Step 1:** Complete a Personnel Authorization Form (blue form) along with a job description and if necessary, a letter justifying the need for the position. An electronic version of the Personnel Authorization Form is available on the internet ([http://www.cbu.edu/assets/2091/personnel_authorization_-_blue_form_rev_10-16-15.doc](http://www.cbu.edu/assets/2091/personnel_authorization_-_blue_form_rev_10-16-15.doc)). The form requires approval from:

a. Chair or Supervisor, if applicable (Originator)
b. Dean or Department Head
c. Supervising Vice President
d. Director Human Resources
e. CFO/VP Administration & Finance
f. President

**Step 2:** Once the signed and approved Personnel Authorization form has been received by the Human Resources Department (HR), **ONLY THEN** can you begin the search for the personnel requested. You will be notified by the HR Department that the approval has been received and an electronic version of the Job Description for posting on our web site will be required. If you want to place an external ad, the hiring department will need to provide the ad copy and the appropriate org/account to charge the advertisement expense and contact information regarding the advertising source. CBU has a special e-mail address (hrjobs@cbu.edu) that gives applicants an automatic response that we have received their resume and that it will be forwarded to the appropriate department head for consideration. It also instructs the applicant to complete an EEO census data form for government reporting. (This form is voluntary and the information is not used in consideration of employment.)

**Step 3:** HR will post the position electronically on the CBU web site, and also post a list of open positions on the bulletin board outside the HR Department. HR will request a print or online ad from the Commercial Appeal, Hot Jobs or other recruitment source (if approved). HR may have a block of on-line ads for general University use by all departments, but, in the event that these are not available, each hiring department will be charged for the cost for placing outside ad(s).
**Step 4:** Resumes that are received by mail and e-mail will be logged in HR and forwarded to the appropriate department head. HR will assist the department in the screening of applicants depending on the needs of the department and the qualifications that are listed on the job description. The department head or search committee will then determine which candidates are to be interviewed for the position. All applicants who are chosen for an interview **MUST COMPLETE A CBU JOB APPLICATION** (paper or on-line version) prior to an interview. Completion of the CBU Application provides the necessary confirmation from the applicant that they have provided complete and accurate information on the application, they will abide by CBU’s policies and that CBU is an “at will” employer. Applications are not necessary for those candidates who are not interviewed. Once all interviews for the position have been completed, the hiring manager must use the official application to complete job reference check(s). A CBU reference check form is available from Human Resources for your convenience.

**Step 5:** The hiring manager or committee should complete the job reference process and any other CBU hiring requirements (criminal background check*, MVR, credit report, etc.). CBU requires all final candidates who are being considered for an offer of employment to complete the necessary FCRA release forms and to submit to a criminal background check. Any candidate who is not offered employment due to the results of the criminal background check will be advised of their FCRA rights of appeal.

Once the hiring requirements are complete, the hiring manager (or search committee) will then need contact the Director of Human Resources to negotiate salary, extend an offer, and communicate the start date for each new hire. A completed PAYROLL STATUS FORM (yellow form) along with a copy of completed Application and Resume (if applicable) should be sent through for the appropriate approval signatures. Please make sure that the yellow form is completed in its entirety, including all personal and department information. An electronic version of the Payroll Status Form is available on the intranet (http://www.cbu.edu/assets/2091/payroll_status_form_-_revised_10-16-15.doc). The form requires approval from:

a. Chair or Supervisor, if applicable (Originator)
b. Dean or Department Head
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**Step 6:** HR will notify the hiring manager upon receipt of the completed and approved Payroll Status Form. Once the candidate accepts the position and a start date is established, the supervisor/department head should schedule the new employee with an appointment with HR for instructions prior to, or by, their first day of employment.

**Step 7:** All new employees **MUST COME TO HR** (including adjunct faculty, work study students, paid student interns, graduate assistants or any other paid employees) for completion of their employment documents, prior to starting work, or on the first day of employment before beginning work. Please make sure the new employee knows to bring either their unexpired passport or their unexpired driver’s license AND their original Social Security Card* (or original certified copy of their birth certificate). A Human Resources representative must see the original documents. All employees will need to complete various new hire and
benefits enrollment forms (if eligible). Note: Employees scheduled for 20 or more hours per week are eligible for CBU Retirement benefits and full benefits are available to employees who work 30 or more hours per week.

**Step 8:** Once the Status Form is complete, HR will enter the information into Banner to secure an ID#, contact ITS to get an email address (if applicable), phone, etc., contact Communications and Marketing to add to them to the on-line directory (if applicable), and notify the hiring department that they can send the new employee inventory sheet to ITS.

**Step 9:** The hiring manager is responsible for providing an ITS inventory, (for various CBU systems access, log-ins and passwords, assign computer and printer hardware, etc.) sending the employee to Campus Safety to get an employee ID and register for campus parking (if applicable), securing key for mailbox, etc. on or before their first day of employment.

**Step 10:** The hiring supervisor should issue any University controlled assets such as keys, uniforms, equipment, etc. and keep a record of what is issued to the employee. All University property provided to employees should be recorded on the New Hire Checklist form available in the Human Resources Department.

**Special Note:** The Human Resources Coordinator or the Director of Human Resources are available to assist the hiring department with any steps in the hiring process or to provide guidance or input into any hiring decision. Any deviation from the Hiring Process will need to be discussed and approved by the Director of Human Resources.

*There are various other documents that can be used to establish work authorization. For a full list, contact the Human Resources Department and request a blank copy of the I-9 Form.