

New Hire Checklist for Department Supervisor

(updated 4/2023)

Employee Name: _____ Start date _____

Cell phone _____ Supervisor Name _____

- ☐ 1. Notify HR of the Job Opening. Send a copy of the Job Description enter into the Donnelly Job Posting Template located on the HR webpage under FORMS <https://www.donnelly.edu/staff/human-resources>
- ☐ If appropriate, request HR to email an internal job announcement to the Donnelly Community to allow Donnelly employees to apply for the job for a period of 5 business days.
- ☐ 2. After 5 business days the job will be posted publicly
 - Donnelly Careers site
 - Indeed
 - The Leaven (Archdiocese of NE KS Newspaper & website)
- ☐ 3. Create a decision rubric, schedule interviews and schedule applicants for interviews.
- ☐ 4. **When you are ready to make the job offer, request a background check from HR.**
 - Complete the Background Release Form from the Donnelly Human Resources page and have the applicant sign it. <https://www.donnelly.edu/staff/human-resources>
 - FYI - The cost of each background check is \$48.00.
 - Email the signed release form to HR or have the employee email the form from an encrypted email source. You will receive an email when the background check is completed.
- ☐ 5. If appropriate, prepare an Offer Letter (IMPORTANT: Use the current letter template on Donnelly Human Resources website) <https://www.donnelly.edu/staff/human-resources>
 - Determine the start date.
 - Determine the salary or hourly wage (state annual salary for salary, exempt employees only)
 - If the background check is not complete, state "This job offer is conditional on a clear background check."
 - Contact the applicant to let them know you have emailed the offer letter.
- ☐ 6. **IMPORTANT – On-boarding needs to begin before the 1st week of employment.** Please complete the 2 forms listed below as soon as the employee is hired. Donnelly College participates in the federal **EVerify** system through Homeland Security and is required to adhere to deadlines for I-9 identification documentation, through Paylocity.
 - **Complete the Personnel Action Form & obtain signatures**, located on the Donnelly Human Resources webpage. Sign and submit to HR pdickinson@donnelly.edu
 - **Complete the Computing Request Form**, located on the Donnelly Human Resources webpage. Sign and submit to HR pdickinson@donnelly.edu Only your signature is needed.
 - **Scan and send the resume, curriculum vitae and any other applicant paperwork to HR.**

- ☐ 7. If faculty or adjunct, request a contract template from the Academic & Student Affairs Coordinator.
- ☐ 8. IMPORTANT: The contract is a legal document. **Read through the dates, responsibilities and pay amounts in the contract to be sure the information is correct.** Ask questions if you are not sure. Complete the Faculty Contract with the applicant, obtain the signature, and submit it to the Academic & Student Affairs Coordinator who will create a Faculty Credential form
- ☐ 9. Ask the faculty employee to request Official Transcripts from their college registration office. The official transcript should be sent directly to hr@donnelly.edu or mailed to Donnelly College Attn: Human Resources 608 N 18th St. Kansas City KS 66102
 - IF the employee is Staff, a copy of the transcript is acceptable.

FOR THE FIRST DAY OF EMPLOYMENT:

- ☐ Provide a clean and supplied workspace for the employee
- ☐ **IMPORTANT: Send the employee to HR/Rm 308 to complete On-boarding within the EVERIFY deadline. The employee must have their original identification by the 2nd day of employment or will need to return home.**
- ☐ Provide a copy of the employee's job description to them and go through it.
- ☐ Assist with Key Assignment
- ☐ Assist with the ID Badge processing in Admissions.
- ☐ Order Business Cards, Name Tag, etc.
- ☐ Give the employee a tour and make introductions to welcome them into the community