APPENDIX C  Office of Human Resources _ Contingent I Hiring Process

Selection, Onboarding and Socialization Process

Recruitment
- RTF received from Budget as prompt to begin the hiring process
- Pre-employment checks completed including HireRight background check
- OHR schedules meeting with NH to present employment documents
- OHR & HM agrees on start date and sends Employee Contingent Contract
- NH attends NHO
  - YES: OHR Presents NHO for Contingent I new hires
  - NO: NH asked to reschedule for next NHO session

New Hire
- Finalist receives email from OHR to submit online application & info on NH documents
- NH presents documentation for Form I-9 & receives info for ID, parking & network access
- NH reports to Manager on Day 1 of employment
- YES
- NH asked to reschedule for next NHO session

Human Resources
- YES
- OHR informs NH of start date
- OHR informs NH of Manager on Day 1 of employment
- NH attends NHO
  - YES: OHR Presents NHO for Contingent I new hires
  - NO: NH asked to reschedule for next NHO session

Finance
- Budget receives HIRE RTF, approves budget and sends to OHR
- YES
- OHR informs NH of start date
- OHR informs NH of Manager on Day 1 of employment
- NH attends NHO
  - YES: OHR Presents NHO for Contingent I new hires
  - NO: NH asked to reschedule for next NHO session

Department
- Department identifies need & begins process to select CI finalist
- Department completes RTF & selects hire
- If Form I-9 documents not presented HM informed to select new candidate
- HM receives Contingent contract for signatures from HR Associate & returns to OHR
- Manager assists NH obtain ID badge, email access & EagleLinks account on Day 1

GRID
NH = New Hire
HM = Hiring Manager
NHO = New Hire Orientation
OHR = Office of Human Resources
RTF = Position Requisition Transition Form

NEW BUSINESS PROCESS