

Hiring Process and Onboarding

1. Open Position/Job Needed

- Hiring Manager notifies and presents position rationale to VP/Campus Director
- VP/Campus Director brings position to Senior Team for approval
- Once Senior Team has approved the position, the Hiring Manager completes the Job Posting Form and sends form to VP for approval
- Job Posting Form is submitted to the Talent Acquisition Manager who will then post jobs to the appropriate sites

2. Interview

- Hiring Manager reviews resumes and conducts phone interviews
- Hiring Manager conducts initial interview with applicant/intern and staff present. New Hire Application Packet is filled out at the time of initial interview if candidate is moving forward
- Complete applicant's three references (one for Interns) using Skill Survey Pre-Hire 360 online reference site (use paper references only if necessary)
- Second interview is conducted with Hiring Manager and Hiring Manager's Supervisor
- Hiring Manager provides feedback on rejected resumes/candidates through Ceridian

3. Verbal Offer

- Hiring Manager makes a non-binding verbal offer pending all background record checks
- Specify non-binding offer, job title, schedule and wage/salary
- Candidate verbally accepts the offer and the Hiring Manager submits completed New Hire Application Packet with three completed references (one for Interns) and New Hire Authorization Form (New Internship Authorization Form for Interns) to HR Representative (cc VP/Campus Director)
- Submit completed Pre-Service Waiver form (if applicable) to HR Representative and cc VP/Campus Director

6. New Hire Attends Pre-Service

- If the employee begins work before attending Pre-Service, a Pre-Service Waiver Form must be completed
- I-9 document is completed at Check-in and valid form(s) of identification is presented in person to HR Representative
- If the employee's hire date falls before their Pre-Service date, New Hire's MUST meet with the HR Representative in-person on their first day worked in order to fill out the I-9 documentation

5. Onboarding Process

- Applicant completes paperwork and submits to HR Representative
- HR Representative submits IT ticket requesting New Hire's initial access to Wayside accounts (email and computer login). Hiring Manager is CC'd and encouraged to request program specific needs/access for New Hire
- New Hire is entered into Ceridian

4. Human Resources Representative

- Welcome letter is sent to New Hire
- Appropriate background checks are run (CORI, SORI/Fingerprinting, EEC, MVR)
- Sets up New Hire for drug screening and Relias online training
- Sends Onboarding email with scheduled Pre-Service dates

7. Program Specific Onboarding

Program Director is responsible for additional, program specific Onboarding/training