

GRATIS POSITION BECOMES VACANT

- Supervisor reviews job description for possible changes – get with HRM if changes are needed.
- Complete “Request to fill” form for approval from administration (Chancellor) to fill position.
- Background check needs to be completed. Send HRM an email with candidate’s name and email address. A background check will be initiated by HRM staff. Candidate will need to follow up with an email sent by A-check Global background check company for approval to run the background screen. Candidate has three days to complete initial request.
- Supervisor can then make a tentative job offer pending a clear background check.
- Once the background check is clear, the employee can be contacted to set the start date.
- A hire memo needs to be submitted to administration requesting the specific person with title, account number and effective date of hire.

HRM will need a copy of their job description and an updated organization chart.

On or before employees’ first day of hire they need to go to HRM to complete a packet, turn in a picture ID and Social Security card.