San Joaquin Valley College
ADMINISTRATIVE ASSISTANT

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HIRING AUTHORITY AND REQUIREMENTS

The Campus President has authority to hire all campus-based positions under these conditions:

1) Offer of employment is made after the application deadline date.

2) Offers of employment require prior approval as follows:

VP of Instruction and Student Success
- Teaching and Learning / Academic Affairs
- General Education
- Training / Library
- Program Support
- Tutiorial
- All program (Faculty, Program Directors, Division Managers)

VP of Admissions and Career Services
- Admissions
- High School
- Financial Aid
- Career Services

VP of Administration
- Administration
- Facilities
- Contact Center
- Information Systems
- Human Resources

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<u>President</u>
- Others that are not listed above

NOTE: Designated positions require background investigations conducted by the Human Resources Department post-offer of employment [refer to the Background Investigation Requirements] and pre-employment start date. If the employee does not have the required degree and / or licensures / certifications a Justification Report approved by the appropriate CAO Director must be submitted.

3) Hiring Clinical Instructors requires post offer / pre-employment drug screening, TB testing, physical exam, and/or immunizations/vaccinations.

4) Creation of new positions requires prior approval from the Chief Operating Officer. NOTE: A draft job description must be submitted to the Director of Human Resources for review / approval.

RECRUITMENT PROCESS

The Administrative Assistant is responsible for ensuring the recruitment process is properly executed and meets all required deadlines for his/her campus working directly with hiring managers. Please refer to the following process:

■ Log Into Jobvite

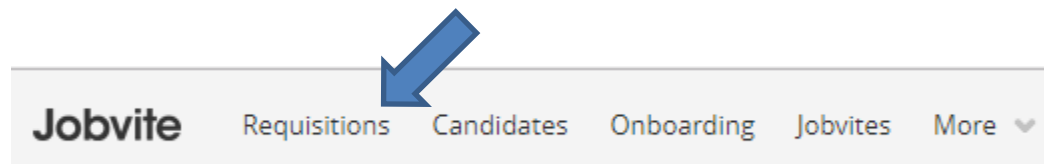http://app.jobvite.com
User Name: enter SJVC email address
Password: create password

■ Adding a Requisition

Click "Requisitions

Click + Add Requisition

Requisition Posting Options

Select "Posting Type" and "Publishing Options"

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Requisition Posting Options

Posting Type *
(Who can see the requisition)
- ○ Limited Access
- ○ All Employees (Internal)
- ◉ Everyone (External)

Publishing Options
- ☑ Career Sites (External and Internal)
- ☑ Job Notifications

NOTE: Click on ? for definitions.

Requisition Details

All fields must be entered.

Select Campus or Corporate
Campus – Use drop down to select campus
Department – Use drop down to select department
Title – Enter Title (NOTE: The Title must be entered exactly as on job descriptions with the exception of the general Instructor job description – you will write out the program name. For example: Pharmacy Technology Instructor)
Hiring Manager – Use drop down to select hiring manager
Campus President/President – Enter Campus President Name as enter in Evolution
Created By – Defaults to who is entering the requisition
Request Date – Use calendar to select date the posting is to be activated

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Is this a campus or a corporate job?*	◉ Campus
	○ Corporate
Campus	Aviation Campus ✕ ▾
Department	Financial Aid ✕ ▾
Title*	Financial Aid Officer ✕
Hiring Manager	Norma Gutierrez Mendoza ✕ ▾
	Other Hiring Managers
	Select Option
Campus Director/President	Tammie Zaczek ✕
Created By	Tammie Zaczek
Request Date	10/03/2017 🗓

Position Schedule – Use drop down to select position type (full-time, part-time, temporary full-time, temporary part-time)
Openings – Enter number of openings
Lay Off Replacement – If the position had employees recently laid off, you must consult with Legal prior to posting
Additional Comments – Posting recommendations and additional information
Category – Use drop down to select category that best describes position
Referral Bonus – Enter 200.00
Evaluation Form – Use drop down to select evaluation form
Pre-Interview Form – Use drop down to select pre-interview form
Workflow – Use drop down to select "General"
Recruiter – Use drop down to select recruiter
Agency Access – Use drop drown to select external recruiting agency, if one is being used to assist in filling the position
Brief Description – Copy and paste the "Summary" section of the job description
Description – Upload job description, delete all competencies and check formatting to ensure it is presentable and professional in appearance.

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Category*	Financial Aid
Referral Bonus	200.00
Evaluation Form	Default
Pre-Interview Form	Employment Application
Workflow	General
Recruiter	Norma Gutierrez Mendoza
	Other Recruiters
	Select Option
Agency Access	Select Option
Brief Description	Assist SJVC students and applicants with their eligibility for federal financial aid; calculate PELL, SEOG, Stafford and other Title IV program awards and loans; certify loans; monitor student academic progress and eligibility for fund disbursement. Requires an AA/AS degree or a min. 3-years experience in financial aid, or equivalent education/experience combination.
	131 characters Left
Description	**San Joaquin Valley College** **Job Description**
	Job Title: Financial Aid Officer
	Department: Financial Aid
	Reports To: Financial Aid Manager
	Summary: The Financial Aid Officer assists applicants and students with their eligibility for federal financial aid programs by calculating anticipated awards in
	Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB The file should be a PDF, Microsoft Word or Text File.
	Preview Description

Apply Form – Use drop down to select "Default"
Pay Range1 – Leave blank or enter approved pay range
Classification1 – Use drop down to select classification
Reason for Vacancy1 – Use drop down to select reason
Difficult to fill1 – Use drop down to select "Yes" or "No"

Click "Save" if pending information to save as a draft.

Click "Submit for Approval" if ready to submit.

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Apply Form Preview	Default Form	✕ ▾
Pay Range1		✕
Classification1	Non-Exempt	✕ ▾
Reason for Vacancy1	Replacement	✕ ▾
Difficult to Fill1	No	✕ ▾

[Cancel] [Save] [Submit For Approval]

Submit For Approval

1. = Hiring Manager
2. = Campus President (Use drop down to select your CP)
3. = Norma Gutierrez Mendoza (as HR approval)

Submit For Approval : Financial Aid Officer (SJVC-2017-1077)

Aviation Campus | Date Created: 10/03/2017

The approvers need to approve the requisition in this order.

Select Approvers *

1.* Norma Gutierrez Mendoza
2.* Sumer Avila ✕ ▾
3.* Norma Gutierrez Mendoza ✕ ▾

Send Message

The "Subject" and "Message" will pre-populate. There is no need to add information.

Click "Submit" (NOTE: You may not "Skip Approval Process.")

SECTION 2: New Employee

Send Message

This message will be sent to all approvers.

Subject *   Job requisition approval - Financial Aid Officer   ✕

Message * | Formats ▾ | **B** | *I* | ≡▾ | ☰▾ | ≣▾ | 🔗 |

Dear [recipient-first-name],

Please review the attached job requisition information and either approve or reject the requisition.

https://app.jobvite.com/uniqueid

Thank you.

Tammie Zaczek

Upload File   Or drop files here from your desktop to upload. Files shall not exceed 10MB The file should be a PDF, RTF, Microsoft Word, Microsoft Excel or Text File.

Skip Approval Process   Cancel   Submit

Open Requisition:

Once all approvals are obtained, open the requisition by clicking on "Open."

< Career Services Advisor (SJVC-2017-1129)

| Current Status | Location(s) | | Posting Type | Created: 11/17/2017 | + Add Candidate |
| Approved | Rancho Cordova Campus | | External | Updated: 11/20/2017 | |

[Open] [Select Hires] [Close] [Delete] [Copy]

Summary   Details   Notes 0   Activity

■ **Screening Candidates**

Click "Candidates"

Jobvite   Requisitions   Candidates   Onboarding   Jobvites   More ⌄

San Joaquin Valley College
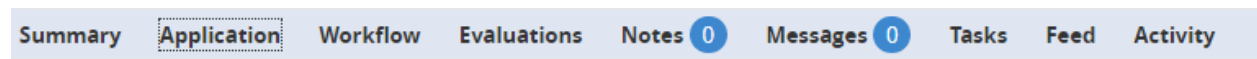**ADMINISTRATIVE ASSISTANT**

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Requisition: Advanced Requisition Search

Select the correct Job Title for your location.

Review Candidate Qualifications

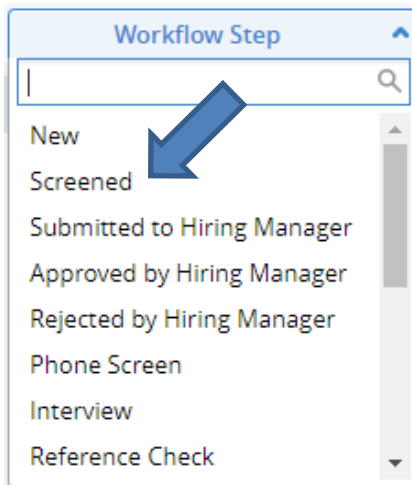To review candidate information and qualifications you will need to click on each candidate name.

Click "Application"

Summary	Application	Workflow	Evaluations	Notes 0	Messages 0	Tasks	Feed	Activity

Review submitted forms (i.e. resume).

Click "Workflow Step"

Click "Screened" for those that do not meet qualifications.

If Administrative Assistant is designated as the screener click "Submitted to Hiring Manager" for those that meet qualifications.

SECTION 2: New Employee
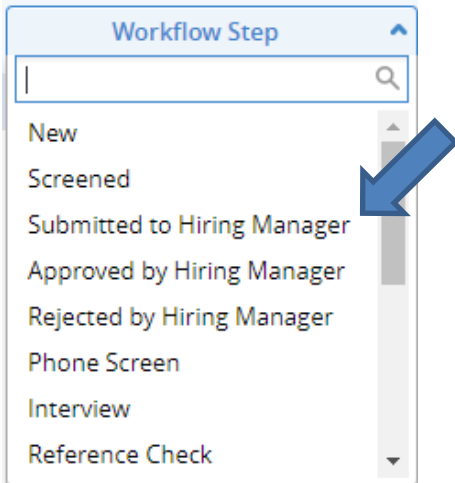
The following email will open. The Administratiave Assistant will need to confirm with the Hiring Manager whether or not they would like to receive this email for each candidate. If not, skip the "Submitted to Hiring Manager" Step.

SECTION 2: New Employee
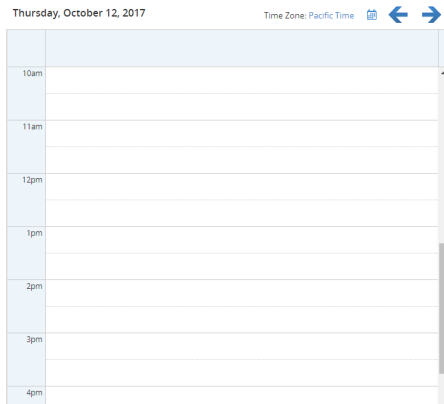**Hiring Manager will approve or reject candidate.**
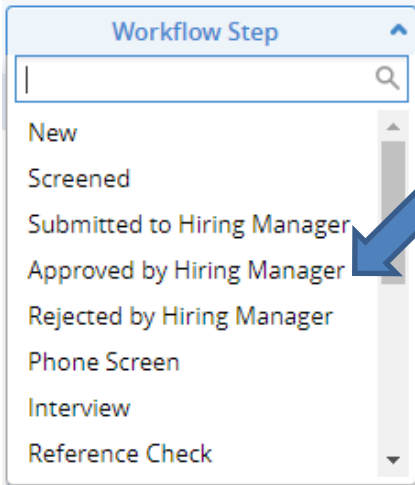
The Administrative Assistant will schedule the Phone Screen with approved candidates.

Click Proceed to Phone Screen.

An Outlook calendar will open. Select appropriate date and time for phone screening with candidate.

SECTION 2: New Employee

Enter interviewer(s) names as follows:

Click Save, scroll down and click Next.

SECTION 2: New Employee
The email to interviewers will open, click send.

Interview Invites

To	Norma Gutierrez Mendoza, Terry Zamudio
Subject *	Phone screening scheduled for Samuel Sample, phone:

Message *

Formats ▾ **B** *I* ≡▾ ☰▾ ☰▾ 🔗

Dear [recipient-first-name],

Please complete a phone screening of Samuel Sample for the job of Financial Aid Officer. After the interview, fill out this interview evaluation form:

https://app.jobvite.com/uniqueid

Best regards,

Debbie Huss

Attachments

Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB.

Forward Modified Schedule

Forward Schedule to	

Back to scheduler   Cancel   Send

SECTION 2: New Employee
Next step is to Invite Candidate to phone screen, click Invite Candidate.

Phone Screen

[Schedule Another Interview] · [Submit Evaluation] · [Modify Message] · [Print Schedule] · [View Evaluation] · [Invite Candidate] ·

[Modify Schedule] · [Cancel Interview]

All interviews are in time zone of Pacific Standard Time

Interviewer	Date and Time	Response
Norma Gutierrez Mendoza	10/12/2017 10:00 AM - 11:00 AM	Interview scheduled
Terry Zamudio	10/12/2017 10:00 AM - 11:00 AM	Interview scheduled

The email to candidate will open, click Send.

Invite candidate to Phone Screen

To	Samuel Sample
BCC	
Subject *	Interview at San Joaquin Valley College for General Application
Message *	Formats ▾ **B** *I* ☰▾ ☰▾ ☰▾ 🔗

Dear Samuel,

We have scheduled your interview for the
Financial Aid Officer position as follows: 10/12/2017 10:00 to 11:00 (Pacific Daylight Time).

You will be interviewing with:
Norma Gutierrez Mendoza, Terry Zamudio

Prior to your interview, please complete the following application: [online-form-link: Employment Application]
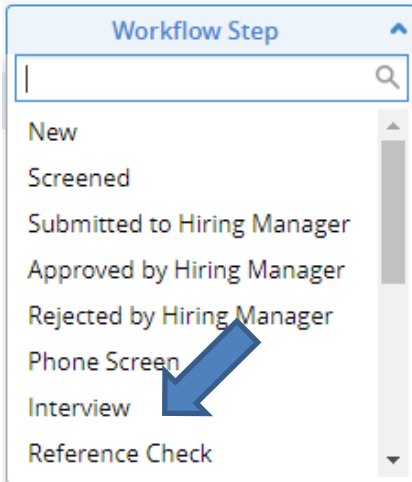
Best regards,

Attachments   [Upload File] Or drop files here from your desktop to upload. Files shall not exceed 10MB.
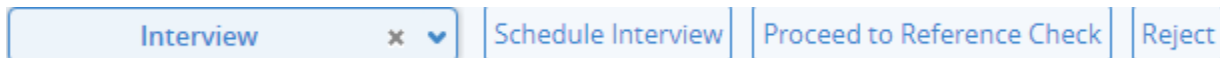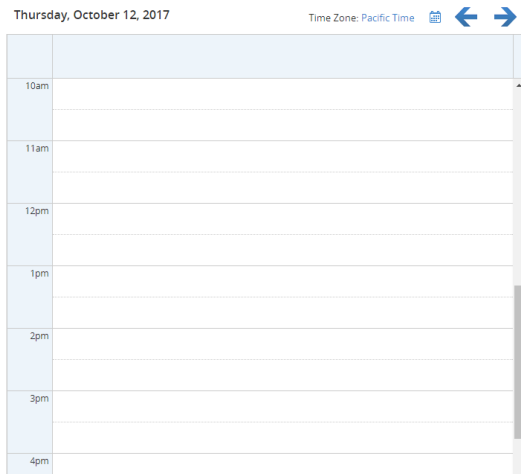
[Cancel] [Send]

SECTION 2: New Employee

The next step is to schedule the in-person interview, click "Interview"

Click "Schedule Interview"

An Outlook calendar will open. Select appropriate date and time for interview with candidate.

SECTION 2: New Employee
Enter interviewer(s) names as follows:

Thursday, October 12, 2017

Time Zone: Pacific Time

Norma Gutierrez Mendoza   Terry Zamudio

Interviews

× Norma Gutierrez Mendoza
× Terry Zamudio

Date   Start   End
10/12/2017   10:00 AM   11:00 AM

Cancel   Save

Click Save, scroll down and click Next.

Cancel   Next

SECTION 2: New Employee

The email to interviewers will open, click send.

Interview Invites

To	Norma Gutierrez Mendoza, Terry Zamudio
Subject *	Interview scheduled for Samuel Sample at [schedule-date-time]
Message *	Formats ▼ **B** *I* ≡▼ ☰▼ ☷▼ 🔗

Dear [recipient-first-name],

Please complete an interview with Samuel Sample for the job of Financial Aid Officer. After the interview, fill out this interview evaluation form:

https://app.jobvite.com/uniqueid

Best regards,

Debbie Huss

Attachments	**Upload File** Or drop files here from your desktop to upload. Files shall not exceed 10MB.

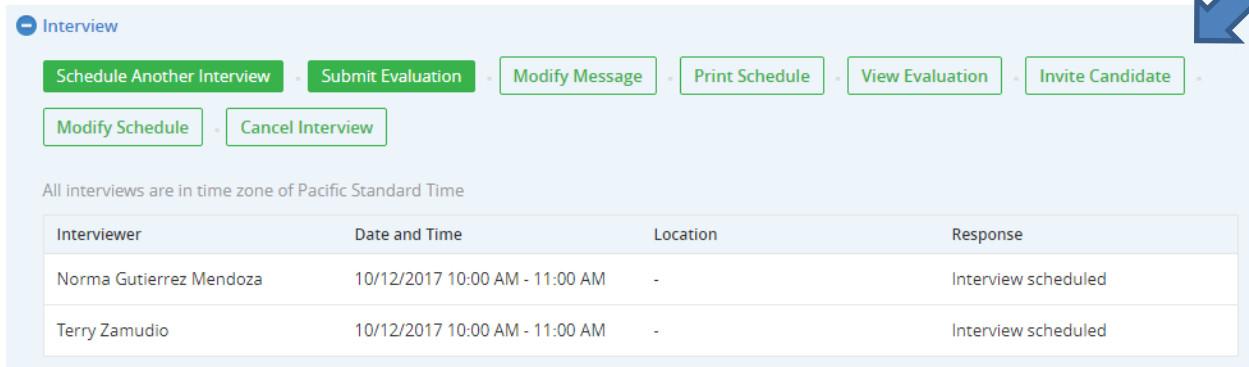## Forward Modified Schedule

Forward Schedule to	

Back to scheduler   Cancel   Send

SECTION 2: New Employee

Next step is to Invite Candidate to interview, click Invite Candidate.

The email to candidate will open, click Send.

Invite candidate to Interview

To	Samuel Sample
BCC	
Subject *	Interview at San Joaquin Valley College for General Application
Message *	Formats **B** *I* ≡ ☰ ☰ 🔗

Dear Samuel,

We have scheduled your interview for the General Application position as follows: 10/12/2017 10:00 to 11:00 (Pacific Daylight Time).

Please click the following link to complete an application form prior to your interview:
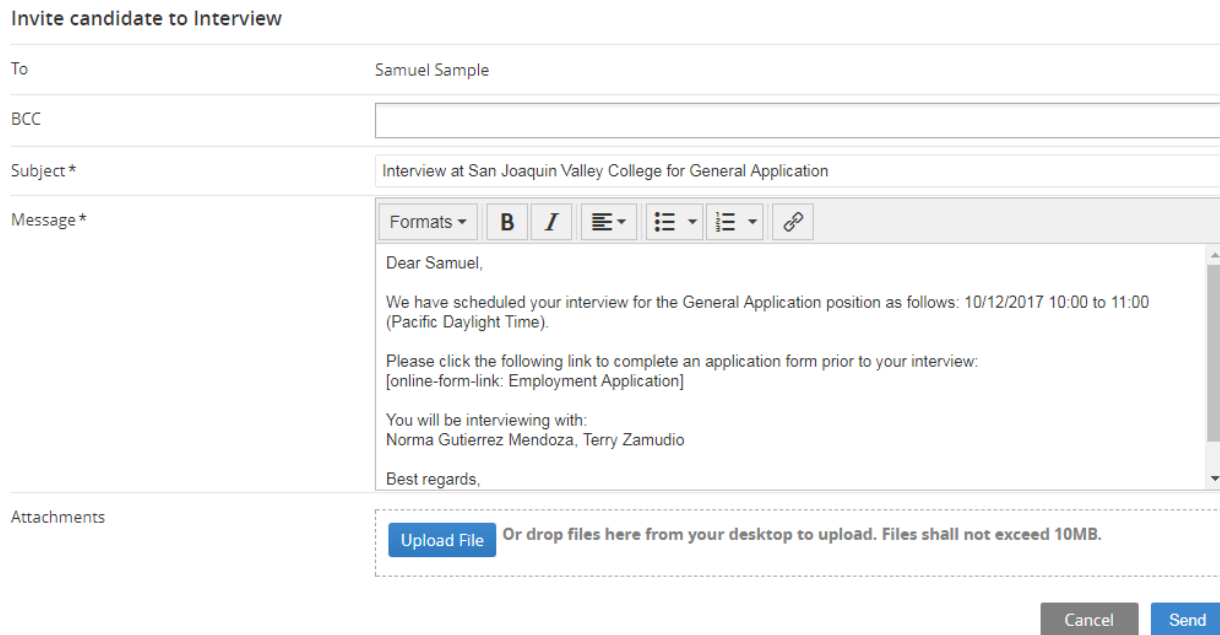[online-form-link: Employment Application]

You will be interviewing with:
Norma Gutierrez Mendoza, Terry Zamudio
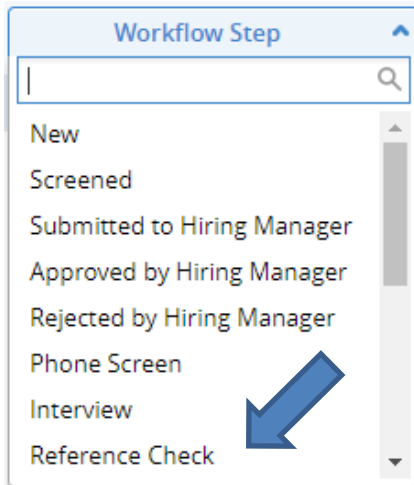
Best regards,

Attachments   Upload File   Or drop files here from your desktop to upload. Files shall not exceed 10MB.
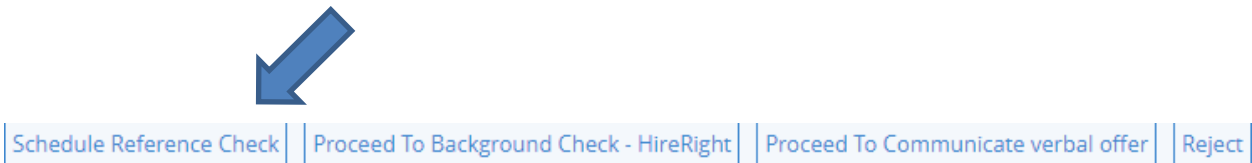
Cancel   Send

SECTION 2: New Employee

The next step is for the Hiring Manager to notifiy the Administative Assistant by scheduling the reference check for candidates selected to move on in the process, click "Reference Check"

Click "Schedule Reference Check"

SECTION 2: New Employee

The email will open and the Hiring Manager will enter the Administrative Assistant's name in the "To" field and select the "Deadline" date, click Send.

Set Deadline for Reference Check

To *	× Alice Rodriguez
Deadline *	10/12/2017 🗓 5:00 PM
	✚ Add a different deadline for other employees
CC	
Subject *	Reference check scheduled for Samuel Sample
Message *	Formats ▾ **B** *I* ☰▾ ☷▾ ☷▾ 🔗

Dear [recipient-first-name],

Please complete a reference check on Samuel Sample for the job of Financial Aid Officer. After the interview, fill out this interview evaluation form:

https://app.jobvite.com/uniqueid

Best regards,

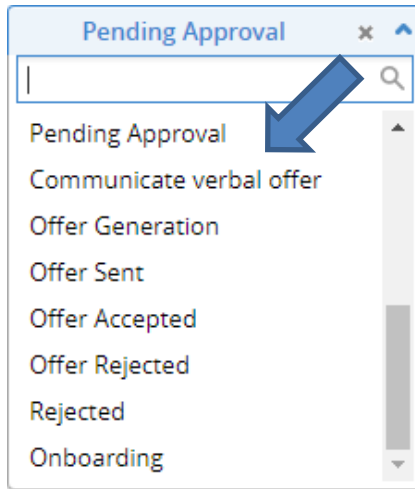Debbie Huss

Attachments

Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB.

Cancel   Send

SECTION 2: New Employee
MAKING A JOB OFFER

Proceed to create the Job Offer Request Form (Candidate Offer Form). To do so, the Administrative Assistant will click "Pending Approval"

Offer Start Date = Hire Date
Offer End Date = Leave Blank
Offer Hourly Rate = Enter for non-exempt, leave blank for exempt
Offer Salary Text = Enter for exempt, leave blank for non-exempt
Annual Salary Text = Enter for exempt, leave blank for non-exempt
Offer Approver Name = Enter Campus President name
Offer Approver Title = Campus President
Relocation Loan Text = Enter loan amount if relocation is approved by Senior Management
Primary Hours Start Text = Non-exempt employee's scheduled start time
Primary Hours End Text = Non-exempt employee's scheduled end time
Friday Hours Start Text = Non-exempt employee's Fridays scheduled start time
Friday Hours End Text = Non-exempt employee's Fridays scheduled end time
Primary AWW Hours = Non-exempt employee's AWW scheduled Monday through Thursday total hours
Friday AWW Hours = Non-exempt employee's AWW scheduled Friday total hours

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Non-Exempt Example

Candidate Offer Form

Offer Start Date	10/23/2017
Offer End Date	
Offer Hourly Rate	20.00
Offer Salary Text ❓	
Annual Salary Text ❓	
Offer Approver Name	Sumer Avila
Offer Approver Title	Campus President
Relocation Loan Text ❓	
Primary Hours Start Text ❓	8:00
Primary Hours End Text ❓	6:00
Friday Hours Start Text ❓	8:00
Friday Hours End Text ❓	12:00
Primary AWW Hours	9
Friday AWW Hours	4

Cancel   Next

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ADMINISTRATIVE ASSISTANT

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Exempt Example

Candidate Offer Form

Offer Start Date	10/23/2017
Offer End Date	
Offer Hourly Rate	
Offer Salary Text	2,500.00
Annual Salary Text	65,000.00
Offer Approver Name	Sumer Avila
Offer Approver Title	Campus President
Relocation Loan Text	3,000.00
Primary Hours Start Text	
Primary Hours End Text	
Friday Hours Start Text	
Friday Hours End Text	
Primary AWW Hours	
Friday AWW Hours	

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applicationId=pA4uhkwe&mode=pagi...

Cancel   Next

Click "Next"

Select Approvers for Offer

1 = Administrative Assistant
2 = Campus President
3 = Corporate Director
4 = Senior Management
5 = Human Resources

Select Approvers for Offer

Select Approvers
The approvers need to approve the offer in this order

1. Norma Gutierrez Mendoza
2.* Sumer Avila
3.* Anthony Romo
4.* Nicholas Gomez
5.* Norma Gutierrez Mendoza

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ADMINISTRATIVE ASSISTANT

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Send Message to Approvers

Watchers = Leave Blank
Subject = Do not change
Message = Do not change
Include Evaluation Forms = uncheck
Include Resume = leave unchecked
Upload File = Do not upload files
Skip Approval Process = Never skip approval process
Click "Send"

Send Message To Approvers	
Watchers	Select Employee
Subject	Offer approval - Financial Aid Officer
Message	Formats ▾ **B** *I* ≣▾ ☰▾ ☰▾ 🔗
	Dear [recipient-first-name],
	Please review the attached offer information and either approve or reject the offer.
	[link]
	Thank you.
	Debbie Huss
	☐ Include Evaluation Forms
	☐ Include Resume
Attachments	Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB The file should be a PDF, Microsoft Word or Text File.

Skip Approval Process   Copyright 2017 Jobvite, Inc. All rights reserved   Privacy Policy   Terms of Use   Support   Cancel   Send
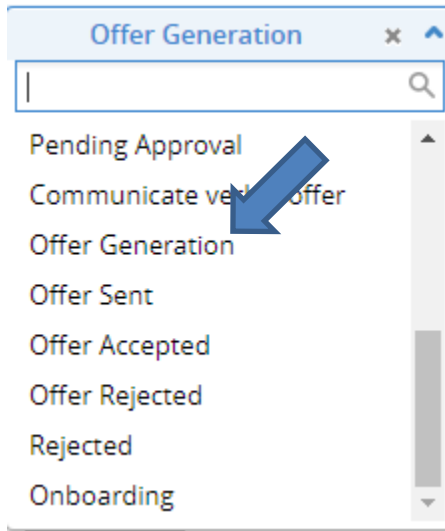
After Human Resources approves, an email will be sent to the Administrative Assistant informing them that the approval process has been completed.

SECTION 2: New Employee

SENDING OUT A CONDITIONAL OFFER

Next, a conditional offer letter will need to be sent to the candidate. The Administrative Assistant will need to proceed to the "Offer Generation" step in the Workflow Step

Offer Generation   ✕ ^

Pending Approval
Communicate ve.   offer
Offer Generation
Offer Sent
Offer Accepted
Offer Rejected
Rejected
Onboarding

Select Conditional Offer Letter Template and Company Signer (Campus President), click Generate

Offer Letter Generation

Select Offer Letter Template

FTNonExempt_ConditionalOfferPendingBackgroundCheck.doc   ✕ ▾   Generate

Company Signer   Sumer Avila   ✕ ▾

Cancel

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Once the Acceptance Letter is signed by the candidate and returned, the Administrative Assistant clicks "Proceed to Background Check – HireRight"

NOTE: Actual start date does not occur until background check is cleared.

| Schedule Reference Check | Proceed To Background Check - HireRight | Proceed To Communicate verbal offer | Reject |

Click the "Add Note"

Enter all Human Resource staff names in the "To" field. Do not change Subject information. Enter "Please process background check" in body of email. Click "Send"

SECTION 2: New Employee

Before proceeding, you must receive clearance from Human Resources via email to the Administrative Assistant.

SECTION 2: New Employee

Request to add new hires name to eBridge by sending email to HumanResources@sjvc.edu

Once Human Resources confirms that the name has been added, locate employment application, resume and offer and acceptance letters.

Employment Application and Resume can be found as follows:

Candidates > [NOTE: Make sure to make all filter "Any"] > Search by Name Only [Enter Name] > Click Search > Click on candidates name > Click on Application [NOTE: Resume will appear]
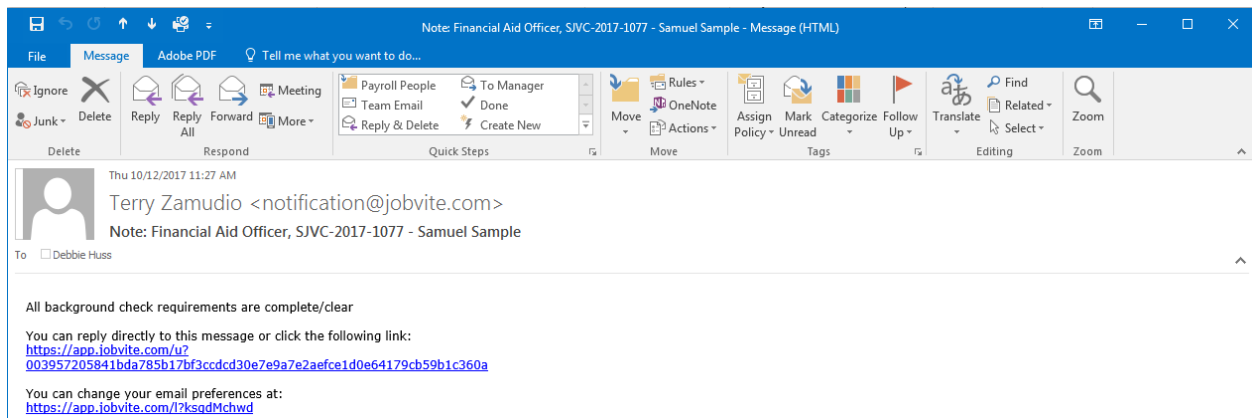
Click "PDF View" and then Click "Print"

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Select Printer: "eBridge Print Driver" and then click "Print" and follow Print Drive Process to upload into personnel file.
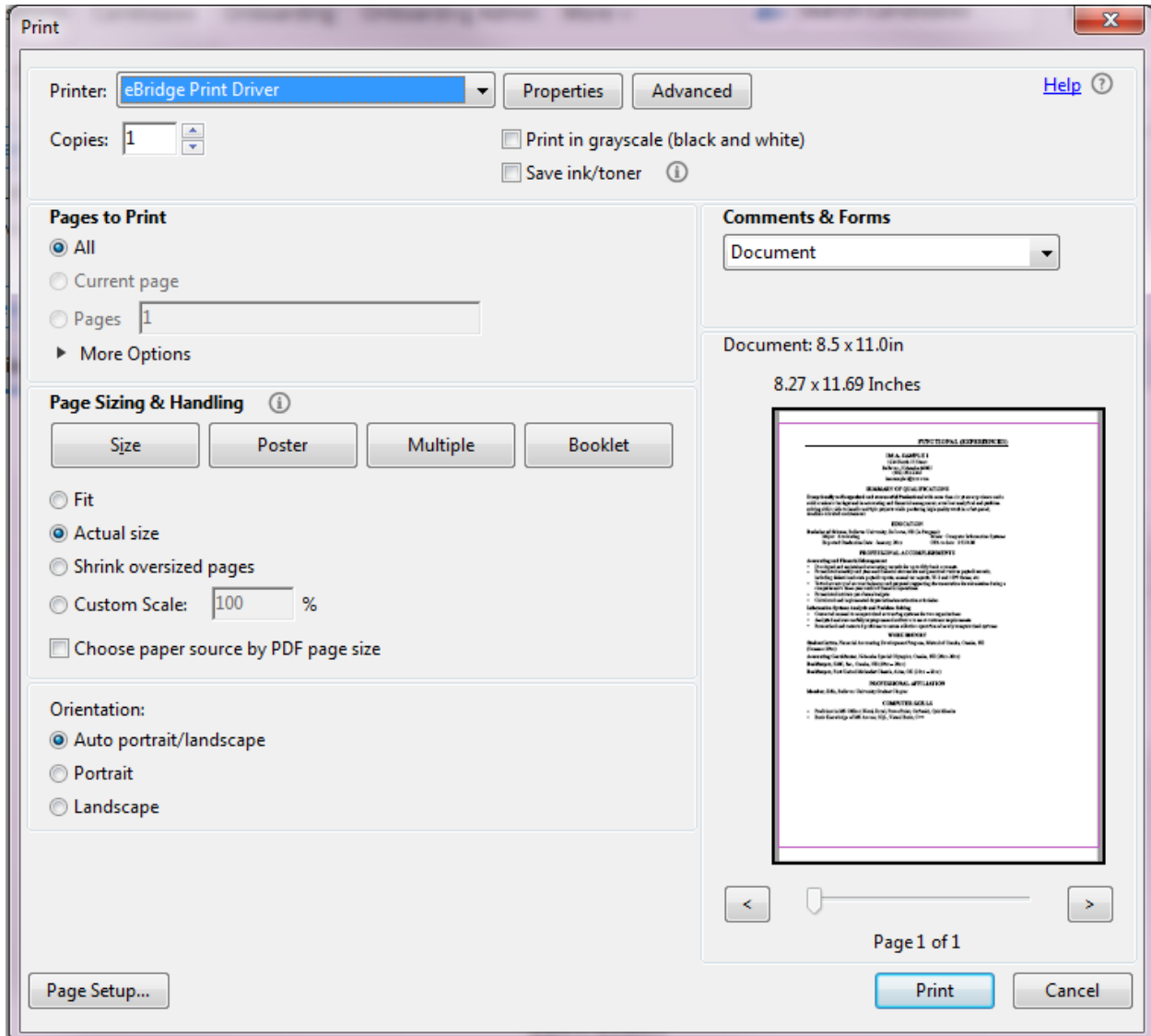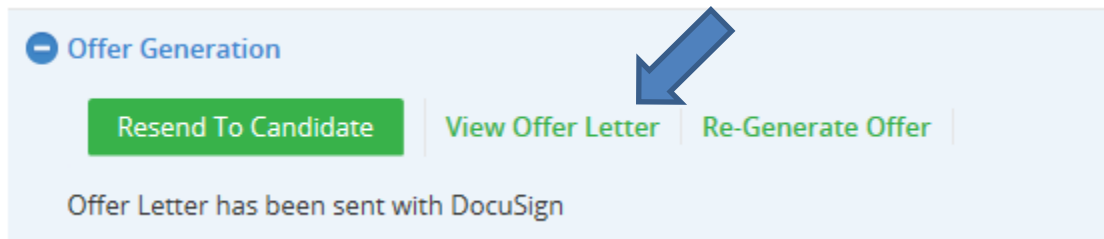

Click "Forms" to locate employment application

SECTION 2: New Employee
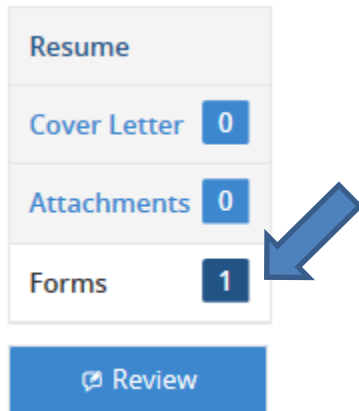
Employment applications appears. Click Printer icon.

Employment application appears. Right-Click and then Click "Print"

Select "eBridge Print Driver" and then click "Print" and follow Print Drive Process to upload into personnel file
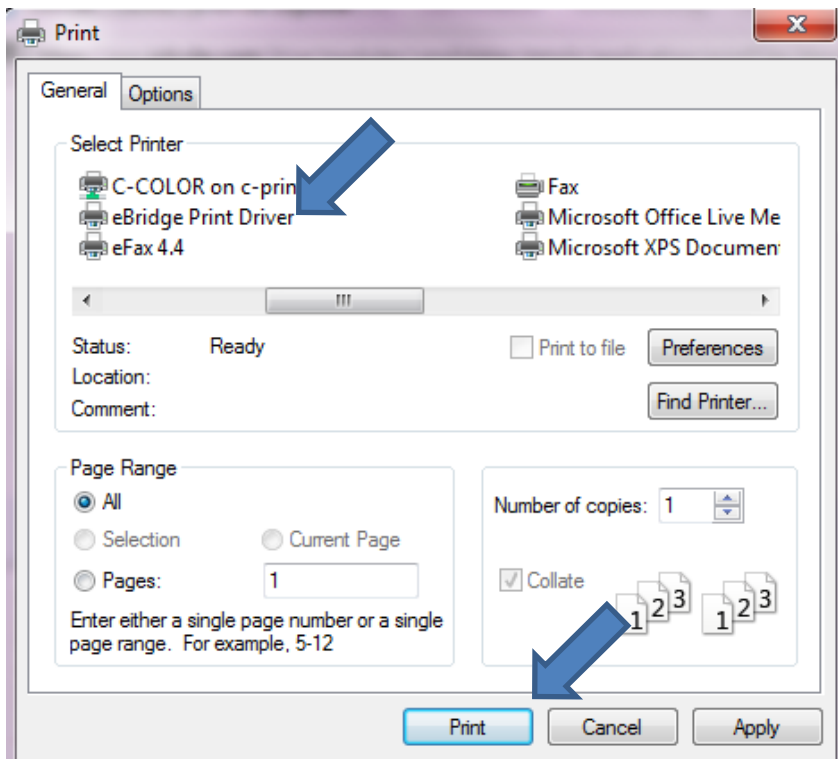
Click "Workflow" to locate the conditional offer and acceptance letters

Rev 09.2017

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| Summary | Application | Feed | Workflow | Evaluations | Notes 0 | Messages 3 | Tasks | Activity |

Click "Offer Generation" plus sign to the left

Click "View Offer Letter"

Offer Generation

Resend To Candidate | View Offer Letter | Re-Generate Offer

Offer Letter has been sent with DocuSign

Conditional offer and acceptance letter will appear. Hover over top of letter and the print icon will appear. Click the print icon.

SECTION 2: New Employee
Select "eBridge Print Driver" and then click "Print" and follow Print Drive Process to upload into personnel file
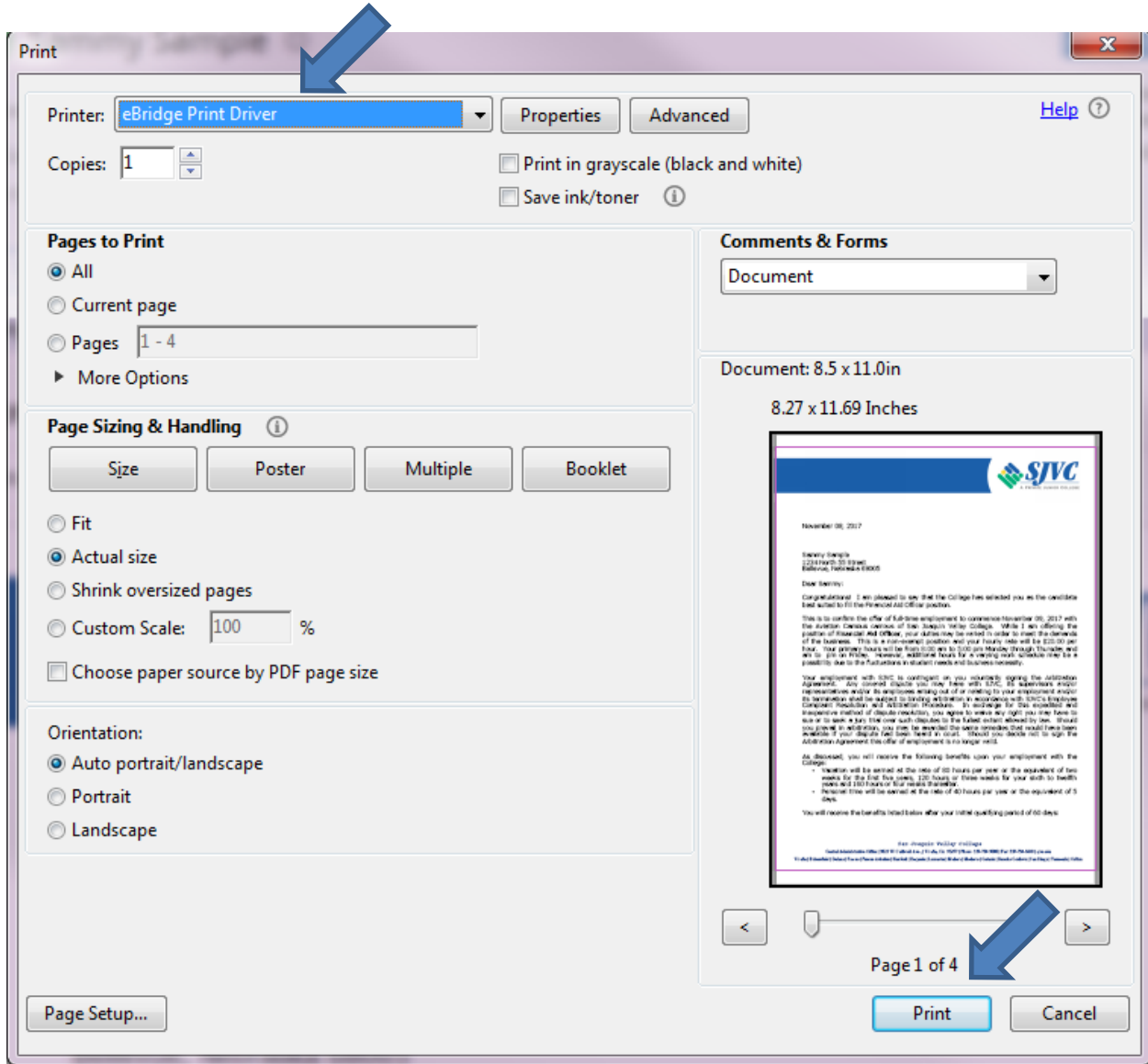
SECTION 2: New Employee

CLOSE REQUISITION

The last step of the Recruitment Process is close out the position by following these steps:

Go back to Requisitions
Click title of the corresponding position
Click "Close"

Select Hires	Close	Hold	Copy

Close requisition notification will appear.

Enter under "Notify" the Hiring Manager, Check Mark "Close This Requisition" check box and then click "Close".

Close Requisition Financial Aid Officer (SJVC-2017-1100)

Close Position Without Selecting A Hire
Selecting Close will close this requisition without selecting a hire - you can also reopen this requisition at a later date. Add Hires will allow you to select hires for this Requisition.

Notify

x Norma Gutierrez Mendoza

☑ Close This Requisition
This will remove the requisition from all publishing channels. The requisition will no longer be active.

Add Hires		Cancel	Close

■ **ONBOARDING PROCESS**

Click "Workflow Step"

Workflow Step ∨	Offer Accepted	Offer Rejected	Reject
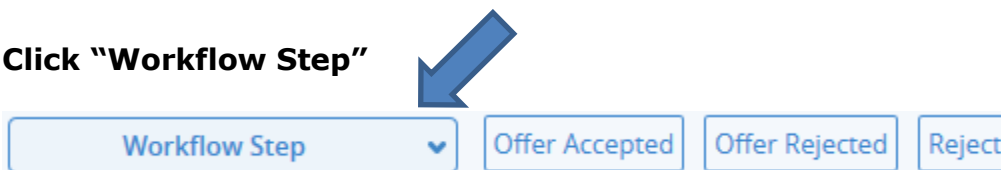
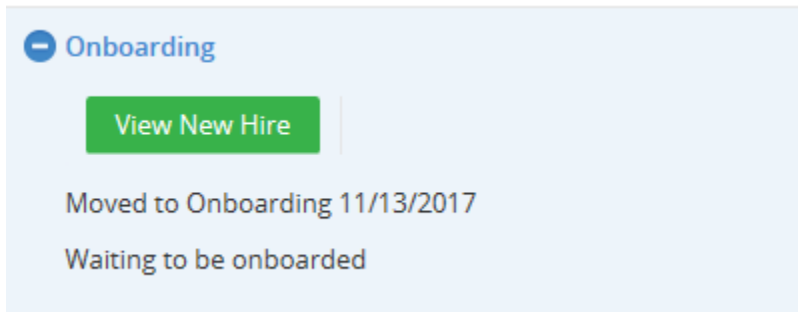**SECTION 2: New Employee**

Click "Onboarding"
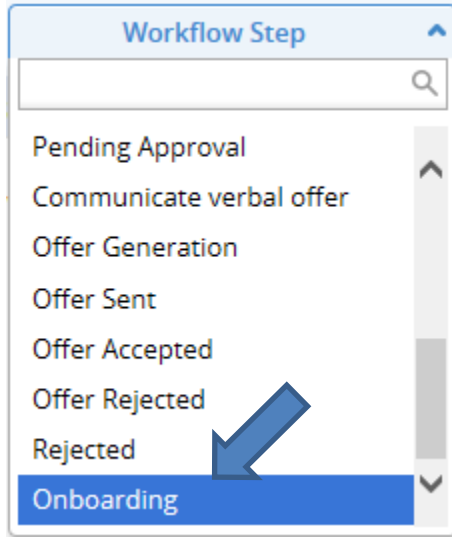
Click "Send to Onboarding"

Click "Workflow"
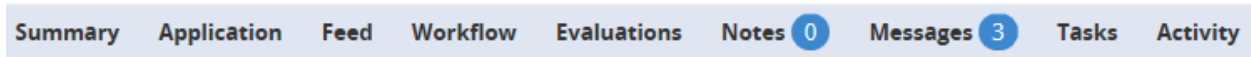
The following will appear. Click "View New Hire"

Review employment information such as hire date, location, and job title to ensure it populated as expected. If edits are required, Click "Edit"

SECTION 2: New Employee

Field	Value
First Name *	Sammy
Preferred First Name *	Sammy
Middle Name	Avery
Last Name *	Sample
Date of Birth	11/06/1985
Email *	sammysample06@gmail.com
Corporate Email	
Hiring Manager *	Norma Gutierrez Mendoza
Job Title	Financial Aid Officer
Hire date	11/13/2017
Start Date	11/13/2017
Country	United States
State	Nebraska
Zip	68005
City	Bellevue
Address	1234 North 55 Street
Time Zone *	(GMT-08:00) Pacific Time (US & Canada)
Cell Phone	402-681-9966
Home Phone	1 402-292-2345
SSN	123-45-6789
Work address	Aviation Campus

4985 E. Anderson Avenue
Fresno, California
93727
United States

<div align="center">

SECTION 2: New Employee

</div>
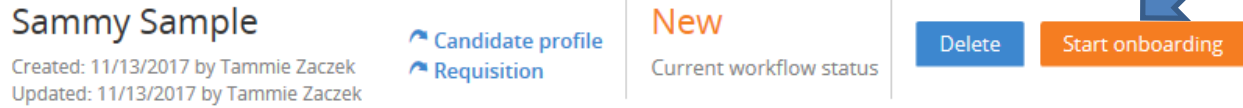
Click "Start Onboarding"

Sammy Sample

Created: 11/13/2017 by Tammie Zaczek
Updated: 11/13/2017 by Tammie Zaczek

⌐ Candidate profile
⌐ Requisition

New
Current workflow status

Delete   Start onboarding

Process Template will appear.

Click "SJVC Onboarding", confirm Start Date prepopulated with the date that was selected in the offer accepted stage, then Click "Start Onboarding"

Process Template   ✕

Select Process Template   Q Search
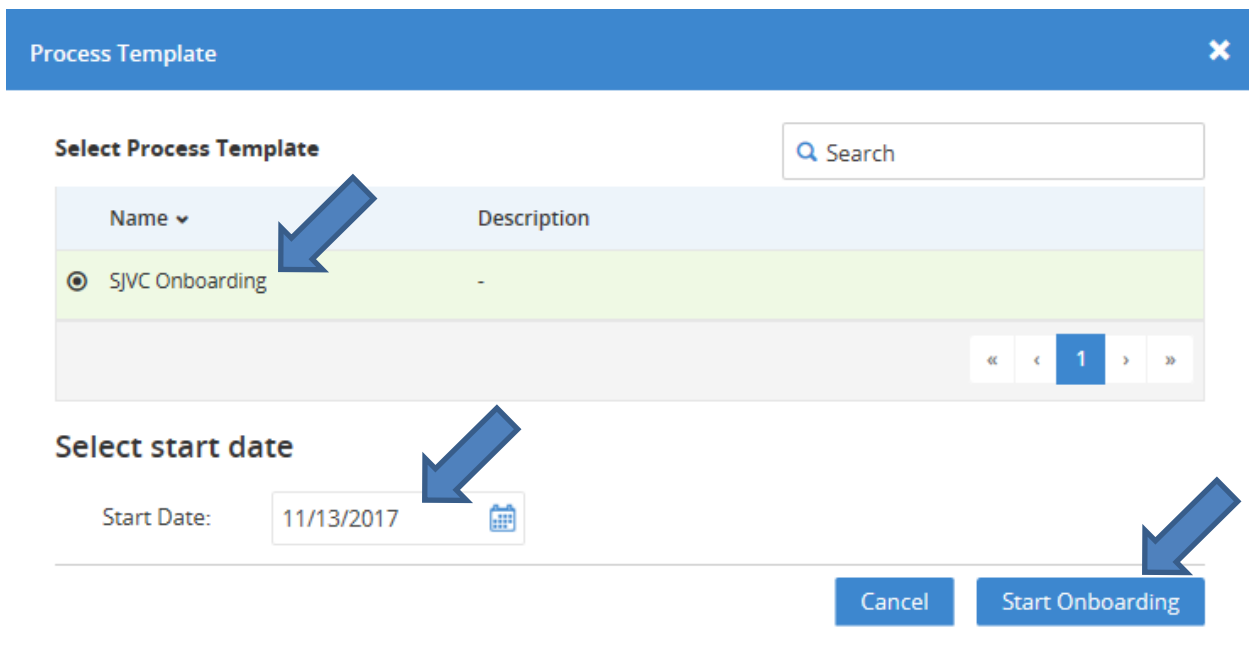
Name ⌄	Description
⊙ SJVC Onboarding	-

« ‹ **1** › »

Select start date

Start Date: 11/13/2017   🗓

Cancel   **Start Onboarding**

"Task inclusion condition evaluation" pops up, Click "Start Onboarding"

SECTION 2: New Employee
Onboarding screen comes up for new hire.

Click "Start Onboarding"

Sammy Sample's Onboarding

				Sammy Sample
OB process	Hiring Manager	Watchers		**Financial Aid Officer**
SJVC Onboarding	Norma Gutierrez Me... ✕	Select watchers		**Hire date:** 11/13/2017
Review Issues				**Start date:** 11/20/2017
No issues	Orchestrator			**Completes Onboarding:** 11/25/2017
	Tammie Zaczek ✕			Cancel **Start Onboarding**

Start Onboarding appears. Click "Onboard Now"

Start Onboarding ✕

Onboarding Timeline

Start date
11/20/2017

Kickoff
11/13/2017

Onboarded
11/25/2017

72%   28%
21/29 Tasks   8/29 Tasks

Note: All tasks will be sent to their assignees once this is confirmed and onboarding is kicked off

Onboard now

You will receive an email, open the email and then Click "Process"

SECTION 2: New Employee
You will be taken to the onboarding tasks. Click "My Tasks"

All Onboardings	New Hires	Watched Onboardings	Watched Tasks	My Tasks	My Portals

Sammy Sample   ⌃ Candidate profile   ⌃ Requisition   Back to Onboardings

	Job Title:	**Financial Aid Officer**	Progress:	▭ 0%	Onboarding Issues
	Location:	Aviation Campus	Status:	Active	⚠ 1 Task(s) due soon
			Hire date:	11/13/2017	
			Start date:	11/20/2017	

Actions ▾	Abandon onboarding	Resend Welcome Email

Tasks   Overview   Sammy Sample details

[Add Task]   [Create new task]

Search

Name or Keyword

Status
- ☐ All
- ☑ Scheduled
- ☐ Pending
- ☑ Active
- ☑ Completed
- ☑ Abandoned
- ☑ Terminated
- ☐ Dropped Out

1-10 of 22   «   ‹   **1**   2   3   ›   »

Task ▾	Assignee	Status	Due date
Acknowledgement of Receipt 401K Profit Sharing Plan Notice 🖹	👤 New Hire	Active	11/20/2017
Acknowledgement of Receipt Handouts and Pamphlets 🖹	👤 New Hire	Active	11/20/2017
Acknowledgement of Required New Hire Training 🖹	👤 New Hire	Active	11/25/2017
Acknowledgement of Understanding Employee	👤 New Hire	Active	11/22/2017

SECTION 2: New Employee
You will be taken to the documents to be completed.

My Tasks

Search					
Name or Keyword				1-5 of 5 « ‹ 1 › »	

Status
- ☐ All
- ☑ Active
- ☐ Completed
- ☐ Abandoned
- ☐ Terminated

Issues
- ☐ Overdue tasks
- ☐ Due soon tasks
- ☐ With issues

Type
- ☑ All
- ☑ Standard Task

Task ⌄	Due date	Assigned date	New Hire	Status	
Acknowledgment of Receipt_Job Description	11/21/2017	11/13/2017	Sammy Sample	Active	👁
Arbitration Agreement	11/15/2017	11/13/2017	Sammy Sample	Active	👁
Creative Agreement	11/15/2017	11/13/2017	Sammy Sample	Active	👁
Notice to Employee_Labor Code Section 2810.5	11/15/2017	11/13/2017	Sammy Sample	Active	👁
Report of New Employee	11/15/2017	11/13/2017	Sammy Sample	Active	👁
				1-5 of 5 « ‹ 1 › »	

Click on the I-9 link listed under "My Tasks". This will launch the I-9 Advantage portal. Enter your Username and Password to gain access to the system. Click login.

Login

Please enter your username or email address, along with your password and click the **login** button.

*Username: [   ]

*Password: [   ]

Forgot Your Password?

login

San Joaquin Valley College
ADMINISTRATIVE ASSISTANT

SECTION 2: New Employee
Next, you will initiate and send Section 1 of the I-9 to the new hire via email. Select section 1 email from Dashboard.
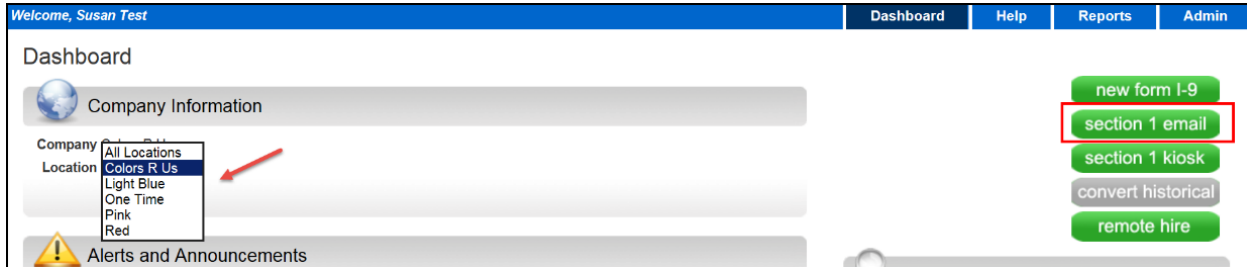
Authorized User enters the Employee's First Name, Last Name and Email. Employee SSN and Expected Start Date are optional fields. Click Send Email.
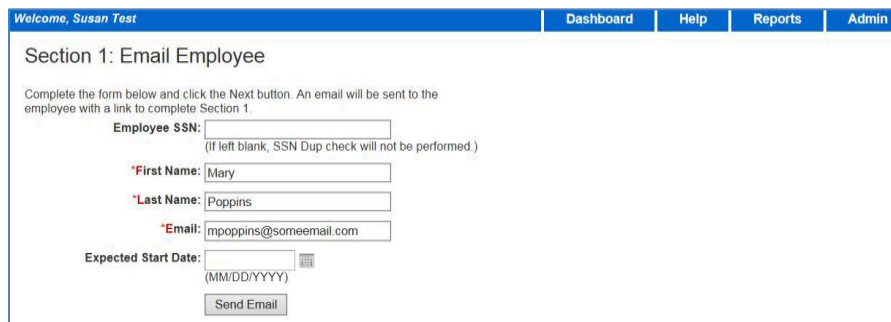
A confirmation will appear indicating that the email has been successfully sent.
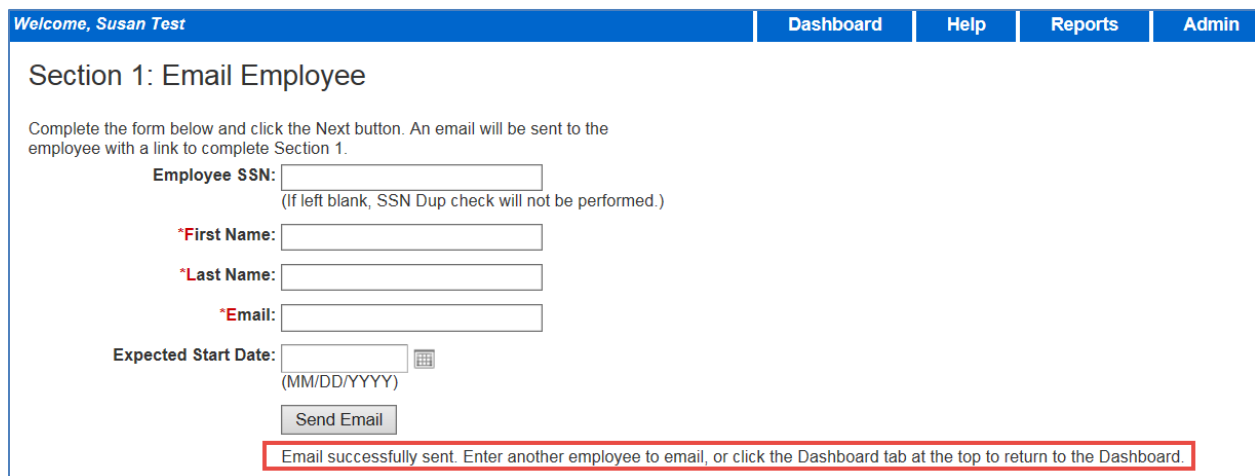
SECTION 2: New Employee

Section 1:

On the Dashboard, under Alerts and Announcements in the Section 1 Options section, click on the blue hyperlink to view and edit email requests which are awaiting completion of Section 1 or the red hyperlink to view forms with Section 1 completed and are awaiting completion of Section 2.

The Employee receives an email with a unique hyperlink and PIN to complete Section 1 of Form I-9. When the process is complete, the hyperlink and PIN will be inactive.

SECTION 2: New Employee
Once Section 1 has been completed, you will receive an email notification that the Employee has completed Section 1 and a notification will appear on the Dashboard under Section 1 Options.

Mon 8/10/2015 11:01 AM

service@i9advantage.com

TRAINING Server* Section 1 Completion Notification for Mary Poppins

*****AUTOMATED EMAIL - DO NOT REPLY*****

Susan Test,

The section 1 of the Form I-9 you created for new employee \"Mary Poppins\" has been completed.

*****AUTOMATED EMAIL - DO NOT REPLY*****
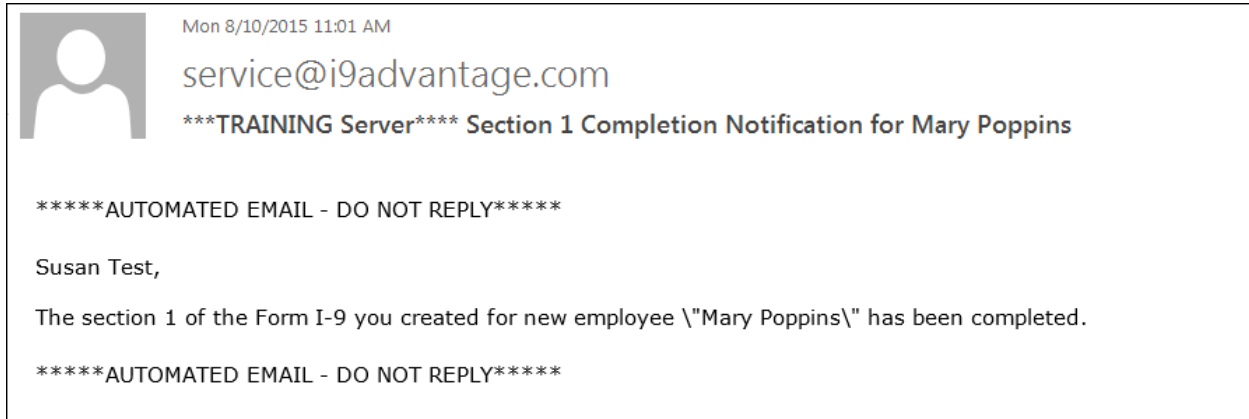
Section 2:
NOTE: Section 2 will need to be completed on the new hire's first date of employment and no later than their third day.

Authorized User logs into the I-9 System. Under Alerts and Announcements, in Section 1 Options, click on the red hyperlink to locate the Employee's completed Section 1.

Alerts and Announcements

Alerts
- Export Audit Package(s) Available

Section 1 Options (All Locations)
Section 1s In Progress:
- 18 email requests have been sent and are awaiting completion of Section 1
- 2 forms have Section 1 completed and are awaiting completion of Section 2

Remote Hire Cases (All Locations)
Open Remote Hire Cases:
41 cases have Remote Hire Initiated (Summary)
22 cases have Employee Information entered and awaiting completion of Section 1
7 cases have Section 1 Completed and awaiting completion of Section 2
8 cases have I9 Completed but awaiting documentation

SECTION 2: New Employee

Locate the Employee's name and under the Actions column, select the following icon:

To complete Section 2.

Pending Section 2 Completion

Pending Section 2 Completion

Below is a list of Section 1 requests which have been completed and are awaiting completion of Section 2.

Last Name	First Name	Email	Last 4 SSN	Location	Date Sent	Originating User	Date Signed	Action
Rubble	Barney		6788	Training Corp EAST-YES-EVerify	12/29/2014	Denise Anne Taylor	12/29/2014	
Taylor	Denise			Training Corp NO EVERIFY	12/17/2014	Denise Anne Taylor	12/17/2014	

You will need to physically examine each unexpired, original document presented by the Employee to determine if it reasonably appears to be genuine and relate to the Employee. Once examined, the Administrative Assistant enters the document information into all required fields, based on document chosen. Based on the document(s) the Employee provided, the Authorized User choses either the List A or List B document from the drop down list and enters the document information into the required fields.

Welcome, Susan Test		Dashboard	Help	Reports	Admin

Section 2: Employer Review and Verification

Employee's Name: Johnny Appleseed
Citizenship Status: A citizen of the United States
Social Security Number: ***-**-6789

Review Section 1:

Examine either one document from List A, *or* one document from both List B *and* C and make the appropriate selections in the drop downs below.

IMPORTANT: The employee must be allowed to choose which document(s) he or she wants to present from the Lists of Acceptable Documents. You must accept any document(s) from the Lists of Acceptable Documents presented by the individual that reasonably appear on their face to be genuine and to relate to the person presenting them. You may not specify which document(s) an employee must present.

If documents presented do not match the dropdown listing, ask the employee to confirm the citizenship status selected in Section 1 (as indicated in the top right corner of this screen) or contact your Human Resources department for further direction. For a complete listing of acceptable documents and categories of individuals, Click Here.

-- Select a List A or B Document --

List A:
U.S. Passport or U.S. Passport Card

List B:
Driver's License or State ID Card
ID Card issued by Federal, State or Local Government
School ID Card with a photograph
Voter's Registration Card
U.S. Military Card or Draft Record
Military dependent's ID Card
U.S. Coast Guard Merchant Mariner Card
Native American tribal document
Driver's License issued by a Canadian government authority
School record or Report Card
Clinic, doctor or hospital record
Day-care or nursery school record
Minor under age 18 without a List B document
Special Placement

*Fields are required fields.
*A or B Document:
*Issuing Authority:
*Document Number:
*Expiration Date:
*I-94 or I-94A Number:

The Authorized User reviews the Certification/Attestation, checks the box to accept the terms and electronically sign. The Form I-9 is now complete.

SECTION 2: New Employee

Notes:

"CERTIFICATION—I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, and to the best of my knowledge the employee is authorized to work in the United States."

☑ I accept the terms stated above.

[Yes - Continue]   [No - Cancel]

Next, you will need to eBridge Print Drive the completed I-9 form. Search the employee's name on the I-9 Advantage homepage.

SECTION 2: New Employee
Click on the employee's name.

Select "Form I-9" to view and eBridge Print Drive the completed form.

Return to Jobvite and click "Report of New Employee" from the "My Tasks" list.

You will receive an "Electronic Consent Agreement." Read the agreement and then Click "I Accept electronic data collection and e-signing." Click "Continue"

SECTION 2: New Employee

The "Report of New Employee" will come up. You will need to enter all the required data.

SECTION 2: New Employee
Click on "Review" to review your form prior to signing.
If you have completed the form in its entirety, Click "Sign"

Messages	Review		Save/Complete later	Sign

A copy of the Report of New Employee will appear.

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REPORT OF NEW EMPLOYEE or RE-HIRE

NOTE: Name must be entered as it is on the social security card

Last Name Sample   First Name Sammy   MI Avery

Preferred Name Sammy   ☐ N/A (Please check if no preferred name)

Physical Address 1234 North 55 Street   City Bellevue   State Nebraska Zip 68005
REQUIRED

P.O. Box P>O> Box 1234   City Bellevue   State Nebraska Zip 68005

Phone (1 4022922345   Social Security # 123456789   -   Initial

Cell (40268)19966   SJVC E-Mail Address Sammy.Sample@sjvc.edu

Start Date 11/20/2017   Assigned Supervisor Edgar Example

Hire Type: ☐ Replacement   ☑ Addition   ☐ New Position   Supervisor Designation: ☐ Yes   ☑ No

☐ Rehire   Previous Employment Dates_____   Adjusted Anniversary Date_____

JOB TITLE	Financial Aid Officer				
STATUS Check all that applies	✔	FULL TIME	or		PART TIME
		EXEMPT	or	✔	NON-EXEMPT
		TEMPORARY	End Date of Temporary Assignment:		
SCHEDULE (Non-exempt)	MONDAY		FROM 8:00 a.m.		TO 5:00 p.m.
	TUESDAY		FROM 8:00 a.m.		TO 5:00 p.m.

Click "Sign"

SECTION 2: New Employee

"Create signature" box will appear.

You can draw or type your signature.

Click "Sign Electronically"

SECTION 2: New Employee

Create signature   ✖

Today's Date : 11/13/2017

Draw | **Type**

First and Last Name

Tammie Zaczek

Style   ⌄

Preview

Tammie Zaczek

I understand this is the legal representation of my signature.   **Sign Electronically**

You will be taken to a message screen.

Report of New Employee   se... ...nboarding Info 👁

Report of New Employee

11/13/2017	11/15/2017	Sammy Sample	Completed	Back to list view	5 of 5 ‹ ›
Activation date	Due date	New Hire	Status		

Messages

You were one of 3 assignees participating in completion of this form.
Click here to see details.

Document as completed by you   Download

Click on "Back to List View" or "My Tasks"

All Onboardings | New Hires | Watched Onboardings | Watched Tasks | **My Tasks** | My Portals

Click "Notice to Employee Labor Code Section 2810.5"

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ADMINISTRATIVE ASSISTANT

<div align="center">

SECTION 2: New Employee
</div>

The "Notice to Employee Labor Code Section 2810.5" will come up. You will need to enter all the required data.

Click on "Review" to review your form prior to signing.

SECTION 2: New Employee
NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Sammys Sample   Hire Date: 11/30/2017

EMPLOYER

Legal Name of Hiring Employer: *San Joaquin Valley College, Inc.*
Type of Business: *Corporation*
Physical Address of Main Office: *3828 W. Caldwell Ave, Visalia, CA 93277*
Employer's Mailing Address: *3828 W. Caldwell Ave, Visalia, CA 93277 or* 3828 West Caldwell Ave
Employer's Telephone Number: *(559) 734-9000 or* 559-734-9000

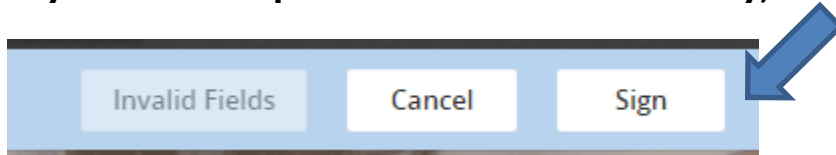| WAGE INFORMATION |
|---|

Rate(s) of Pay: 18.00
Overtime Rate(s) of Pay: 27.00
Rate by: *Hour*
Employment offer is: Oral and written offer
Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): *N/A*
Regular Pay Day: *Thursday (bi-weekly)*

If you have completed the form in its entirety, Click "Sign"

"Create signature" box will appear.

SECTION 2: New Employee

Create signature	✕

Today's Date : 11/28/2017

Draw **Type**

First and Last Name

Terry Zamudio

Style ⌄

Preview

Terry Zamudio

I understand this is the legal representation of my signature.

Sign Electronically

You can draw or type your signature.

Click "Sign Electronically"
The form is now complete click on "Back to List View"

Notice to Employee_Labor Code Section 2810.5

see the onboarding Info 👁

| 11/28/2017	11/27/2017	11/25/2017	Sammy Sample	Completed	Back to list view	4 of 4 ‹ ›
Assigned date	Activation date	Due date	New Hire	Status		

Messages

Next, click "Creative Agreement"

ADMINISTRATIVE ASSISTANT

SECTION 2: New Employee

The "Creative Agreement" will come up. You will need to enter all the required data.

Click on "Review" to review your form prior to completing.
Note: When entering the year only enter the last two digits.

SECTION 2: New Employee
AGREEMENT

THIS AGREEMENT, made this 30 day of November , 20 17 by and between *San Joaquin Valley College, Inc.*, a California Corporation, with principal offices in the City of Visalia, State of California Corporation (hereafter "Employer") and Sammys Sample , a resident of the City of Visalia , State of California (hereafter "Employee").

If you have completed the form in its entirety, Click "Mark Complete"
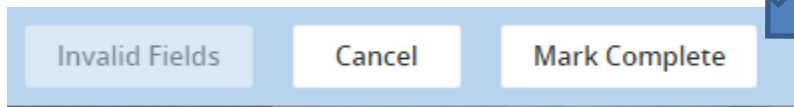
You will receive a task completion notice, Click ok if complete or cancel to revise.
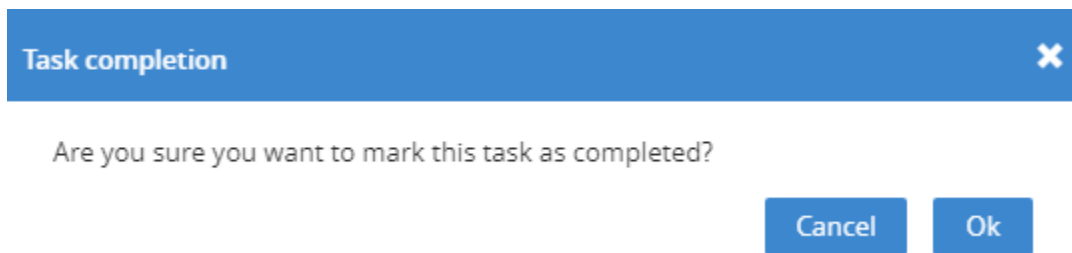
The form is now complete click on "Back to List View"

Next, click "Arbitration Agreement"

SECTION 2: New Employee

My Tasks

Search					1-2 of 2 « ‹ **1** › »	
Name or Keyword						
Status	Task ⌄	Due date	Assigned date	New Hire	Status	
☐ All	Acknowledgment of Receipt Job ~~cription~~	12/01/2017	11/28/2017	Sammys Sample	Active	👁
☑ Active	Arbitration Agreement ⚠		11/25/2017	11/28/2017	Sammys Sample	Active	👁
☐ Completed						
☐ Abandoned					1-2 of 2 « ‹ **1** › »	
☐ Terminated						
Issues						

The "Arbitration Agreement" will come up. You will need to enter all the required data.

Note: you will leave the Date under the Date or Mike Perry blank.

Arbitration Agreement ⚠ Task is overdue   *see the Onboarding Info* 👁

11/28/2017	11/27/2017	11/2☐/☐7	Sammys Sample	**Active**	Back to list view	2 of 2 ‹ ›
Assigned date	Activation date		New Hire	Status		

Messages	Review			Save/Complete later	Mark Complete

You are one of 2 assignees participating in completion of this form.

Please complete the Arbitration Agreement.

Hire date	11/30/2017 📅
Employee Printed Name	Sammys Sample
Date for Mike Perry	11/30/2017 📅
Date	📅
Employee Printed Name 1	Sammys Sample

Click on "Review" to review your form prior to completing.

ARBITRATION AGREEMENT

ACKNOWLEDGMENT OF EMPLOYEE AGREEMENT TO BINDING ARBITRATION AND DISPUTES

This Arbitration Agreement ("Agreement") is made as of <u>11/30/2017</u> (date) by and between<u>Sammys Sample</u> ("Employee") and San Joaquin Valley College ("SJVC"), including current and former agents, owners, officers, directors, or employees, (collectively referred herein as the "Parties" and either individually as the "Party").
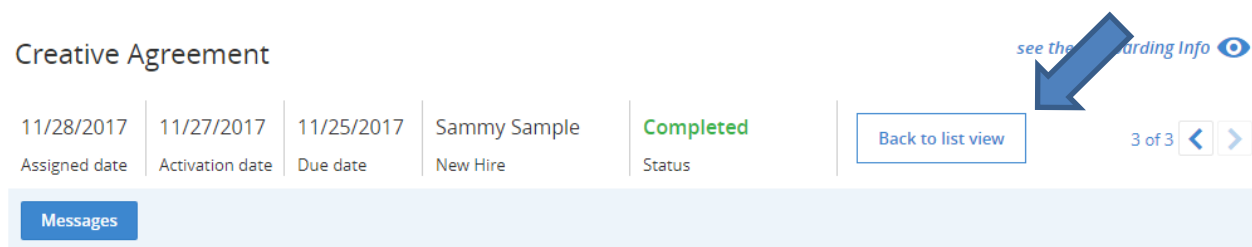
SECTION 2: New Employee
If you have completed the form in its entirety, Click "Mark Complete"
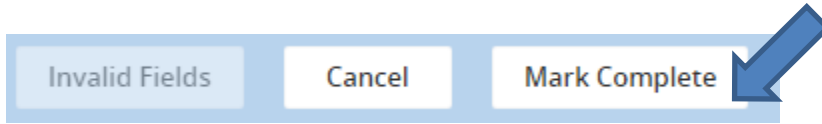
You will receive a task completion notice, Click ok if complete or cancel to revise.
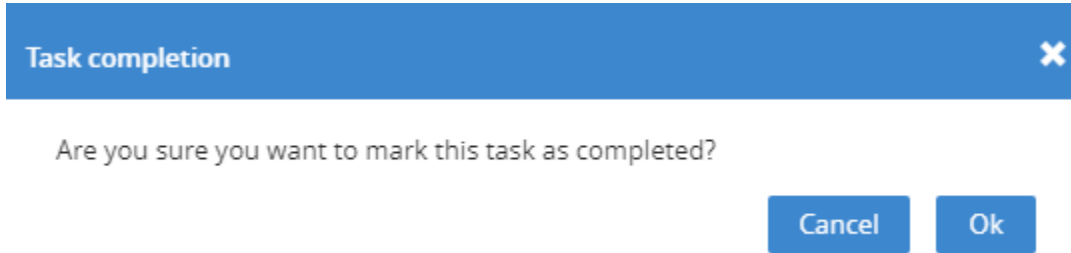
The form is now complete click on "Back to List View"
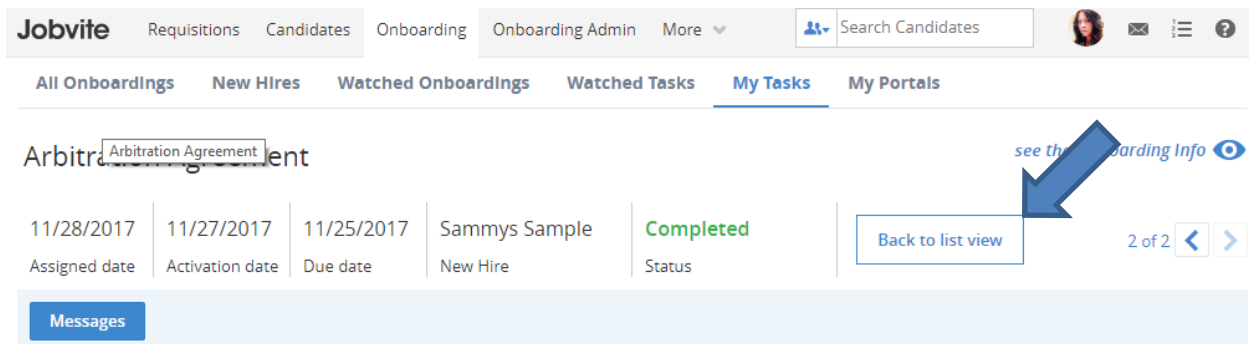
Next, click "Acknowledgement of RECEIPT_Job Description"

San Joaquin Valley College
ADMINISTRATIVE ASSISTANT

<div align="center">
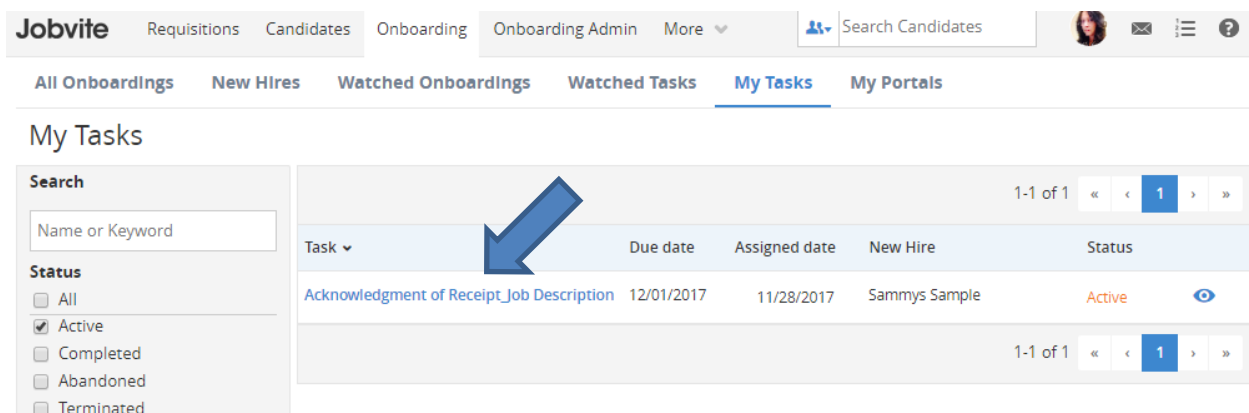
SECTION 2: New Employee
</div>

The "Acknowledgement of RECEIPT_Job Description" will come up. You will need to enter all the required data.

Click on "Review" to review your form prior to completing.

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SECTION 2: New Employee

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Acknowledgment of Receipt
Job Description

I have this day received a copy/copies of my job description(s) for the position(s) listed below that provide the essential duties and responsibilities of the position(s) assigned to me. I agree to fully and completely read and abide by the contents of my job description(s) as part of my employment responsibilities.

I understand that the essential duties and responsibilities, supervisory responsibilities, competencies, qualifications, physical demands and/or work environment may be changed, modified, or deleted at any time at the discretion of management.

JOB TITLE: Financial Aid Officer

REVISION DATE: November 2010

JOB TITLE: _____

REVISION DATE: _____

EMPLOYEE NAME: Sammys Sample

EMPLOYEE SIGNATURE: _____

If you have completed the form in its entirety, Click "Mark Complete"
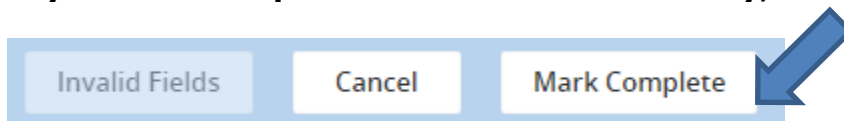
| Invalid Fields | Cancel | Mark Complete |

You will receive a task completion notice, Click ok if complete or cancel to revise.

Task completion ✖

Are you sure you want to mark this task as completed?

Cancel   Ok

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ADMINISTRATIVE ASSISTANT

SECTION 2: New Employee
The form is now complete click on "Back to List View"
All of your tasks should now be compelte.

■ **Scanning to New Hire paperwork to eBridge**

Next, Click on "All Onboardings" under the workfolw status add a check mark in the "Completed" click on "Search" to filter.

Locate and double click on your new hire's name

ADMINISTRATIVE ASSISTANT

SECTION 2: New Employee

All completed tasks will be appear

Double click on each completed document and then click on "Download document"

SECTION 2: New Employee

Open each PDF, click on the print icon, select "eBridge Print Driver" and then click "Print". Complete the process by indexing each document to the appropriate file and document type.

■ **Scanning Candidate Testing**

It is required by law to retain candidate testing for 2 years from the date the test was administered. The Administrative Assistant is responsible for scanning candidate testing into eBridge within the month the testing is administered. Candidate testing will NOT be scanned into the new hire's personnel file. It will be scanned into the Candidate Testing file with the other candidates' tests.

Index	Select/Enter	Example
Index 1 (Campus)	Select your campus location	Visalia
Index 2 (SSN)	Enter Month and Year	December 2010
Index 3 (Employee Name)	Enter Job Title	Admissions Advisor
Index 4 (Status)	Leave blank	
Index 5 (File Type)	Select Candidate Testing	Candidate Testing
Index 6 (Doc Type)	Test Name	DISC Profile
Index 7 (Destroy Date)	Enter 12-31-2 years from year indicated in Index 2	12-31-12

■ **Background Investigations/Clinical Requirements**

The College conducts background investigations on its employees to assure it maintains a safe working environment and meets the requirements of its insurances.

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SECTION 2: New Employee

Background investigations are conducted on designated positions. Background investigations must go through the complete process prior to making an offer of employment. In addition, clinical coordinators and clinical instructors must have a physical exam, TB test and drug screen post offer, but pre-employment (meaning they are scheduled for these requirements after an offer of employment has been made, but cannot be scheduled to work until all requirements have been cleared by HR). However, the miscellaneous and criminal searches, DMV report and education verification must be completed prior to offer of employment to candidates for clinical positions just like any other position requiring a background investigation.

1) The candidate completes a Disclosure Regarding Investigation Consumer Report and Required Screening during the interview process.
2) The Administrative Assistant forwards the disclosure to the Human Resources Department to process.
3) Once all required results are received from EtAll, the Human Resources Department contacts the Administrative Assistant with either an approval or denial for employment.

Refer to the Background Investigation Chart located on InfoZone: Departments > HR > Campus Administration Documents > Background Investigations

■ Faculty and Staff Qualification Requirements

The College has established hiring standards to ensure that all faculty members are qualified by academic background, as well as experience, to carry out their institutional and program responsibilities. The following steps must be taken during the hiring process:

1) Job postings should always list the minimum standards required.
2) Official Transcripts for all degrees earned are required for all instructors and staff with degree requirements, if time does not permit the candidate to provide the official transcripts prior to the instructor or staff member being hired, it must be verbally communicated to the new hire and indicated in the offer letter that his/her continued employment is contingent on receiving official transcripts for all degrees earned within the first 90days of employment. **Hiring supervisors should communicate the requirement for the official transcripts during the interview process so that this will allow the candidate ample time to order the transcripts**
3) All candidates applying to teach GE courses must provide official transcripts.
   The Academic Dean will complete and the Administrative Assistant will submit to HR with new hire paperwork: Instructor Qualifications for GE Assignments form

SECTION 2: New Employee

and official transcripts. See sample below of how to complete the Instructor Qualifications for GE Assignments.

4) The Hiring Manager and or Administrative or HR Assistant confirms the institutions degrees are earned by candidates/employees are accredited institutions recognized by the Department of Education. This is done by going to https://ope.ed.gov/accreditation/search.aspx, clicking on "Search by Institution", filling in the name of the institution, address and city, and clicking search. If the accrediting agency is in question, a search by accrediting agency can also be done by clicking on that tab and searching for the accrediting agency. Once accreditation recognized by the DoE is verified for all degrees, it is documented on the disclosure and authorization to obtain ICR (Disclosure Regarding Investigation Consumer Report and Required Screening) under the Education / Certifications / Licensures section of the form. NOTE: If all degrees earned by the candidate/employee are not from accredited institutions, at a minimum, the degree relevant to the position, meeting minimum qualification, must be verified from an accredited institution recognized by the DoE. [added 06.29.17]

5) Copies of certifications and/or licensures are obtained prior to the new hire orientation meeting. If copies of certifications and/or licensures are not obtained prior to the new hire orientation meeting, it must be verbally communicated to the new hire and indicated in the offer letter that his/her continued employment is contingent on successfully verifying his/her certifications/licensures with valid copies.

6) If the candidate does not meet the requirements, it should be pointed out during the interview process, and the College's requirements should be discussed.

7) If the candidate is to be hired without the minimum standards, a Justification Report must be completed and submitted to the appropriate Corporate Director for approval **prior** to making an offer of employment. The hiring manager is responsible for completing the report and obtaining the candidate's signature and campus signatures. Once approved by the Corporate Director it is forwarded along with the personnel file to the HR Department. For faculty degrees, a copy is forwarded to the Academic Affairs Department.

8) Justification Report due dates are tracked by the Hiring Manager, Academic Dean, Administrative Assistant and employee to assure that requirements are met by the due date(s). The Director of Human Resources conduct regular audits to identify past due official transcripts and or justification reports.

Minimum faculty qualifications are determined by the Accreditation Department and minimum staff qualifications are determined by the appropriate department. Qualifications are updated, as necessary. As revisions updated copies will be posted on InfoZone. These qualifications are used as a reference to ensure that the faculty and staff member meets the minimum qualifications at time of hire. Administrative

SECTION 2: New Employee

Assistants are to provide a copy to their Campus Presidents and Academic Deans, as needed.

The Instructor Qualifications for GE Assignments form is located on Info Zone as follows: Departments > Human Resources > Campus Administrative Documents > New Hire Orientation > Faculty Qualifications_GE Assignments

- **SAMPLE: Instructor Qualifications for GE Assignments form. [Added: 10/08/13]**

SJVC
A PRIVATE JUNIOR COLLEGE

Instructor Qualifications for GE Assignments

Campus Location:

☐ Visalia ☑ Bakersfield ☐ Fresno ☐ Aviation
☐ Rancho Cucamonga ☐ Online ☐ Modesto ☐ Rancho Cordova
☐ Hanford ☐ Hesperia ☐ Temecula ☐ Lancaster
☐ San Diego

Instructor Name: Sally Sample
Title: General Education Instructor

Sally's Degrees
MS – Psychology
BA – Liberal Art Studies

Please provide information from the employee's official transcripts for each general education subject matter the instructor is qualified to teach.

GE Subject Matter	Degree	Related Major	Related Courses	Units
Psychology	Master	Psychology	Blank	
			Total Units (12 or more)	
Sociology	Bachel	Liberal Arts Studies	Blank	
			Total Units (12 or more)	
Philosophy	Bachel	Liberal Arts Studies	Blank	
			Total Units (12 or more)	
Math	Blank	Blank	MTH121	3
			MTH136	3
			MTH137	3
			EDU643	3
			Total Units (12 or more)	12
English	Bachel	Liberal Arts Studies		
			Total Units (12 or more)	

If the employee has a degree earned in the related major for the specific GE subject matter you do not need to list any related courses/units

If the employee does not have a degree earned in the related major for the subject matter then we will need to see the related course work reflecting 12 or more units that would qualify them to teach that subject.

NOTE: Attach Official Transcript

_____   _____
Academic Dean   Date

_____   _____
Campus Director   Date

_____   _____
Corporate Director or VP of Academic Affairs   Date