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SECTION 2: New Employee

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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

SECTION 2: New Employee

President

- 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

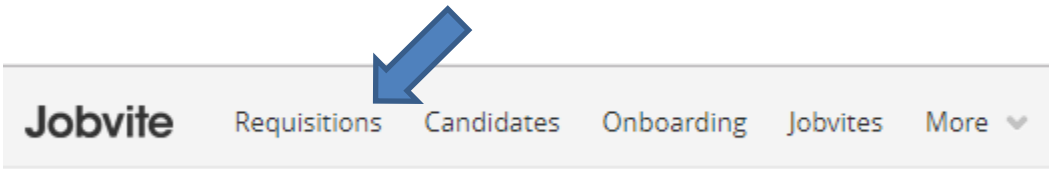
The Administrative Assistant is responsible for ensuring the recruitment process is properly executed and meets all required deadlines for his/her campus working directly with hiring managers. Please refer to the following process:

■ Log Into Jobvite

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

■ Adding a Requisition

Click "Requisitions

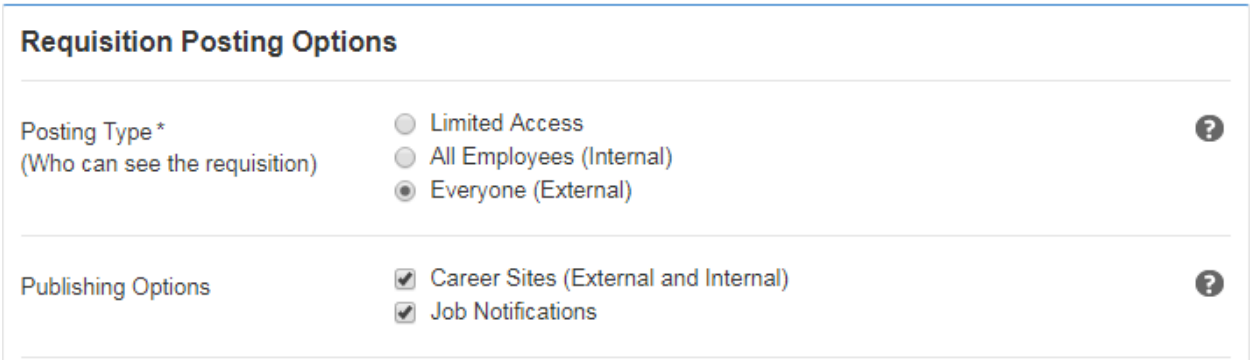


Click + Add Requisition

Requisition Posting Options

Select "Posting Type" and "Publishing Options"

SECTION 2: New Employee



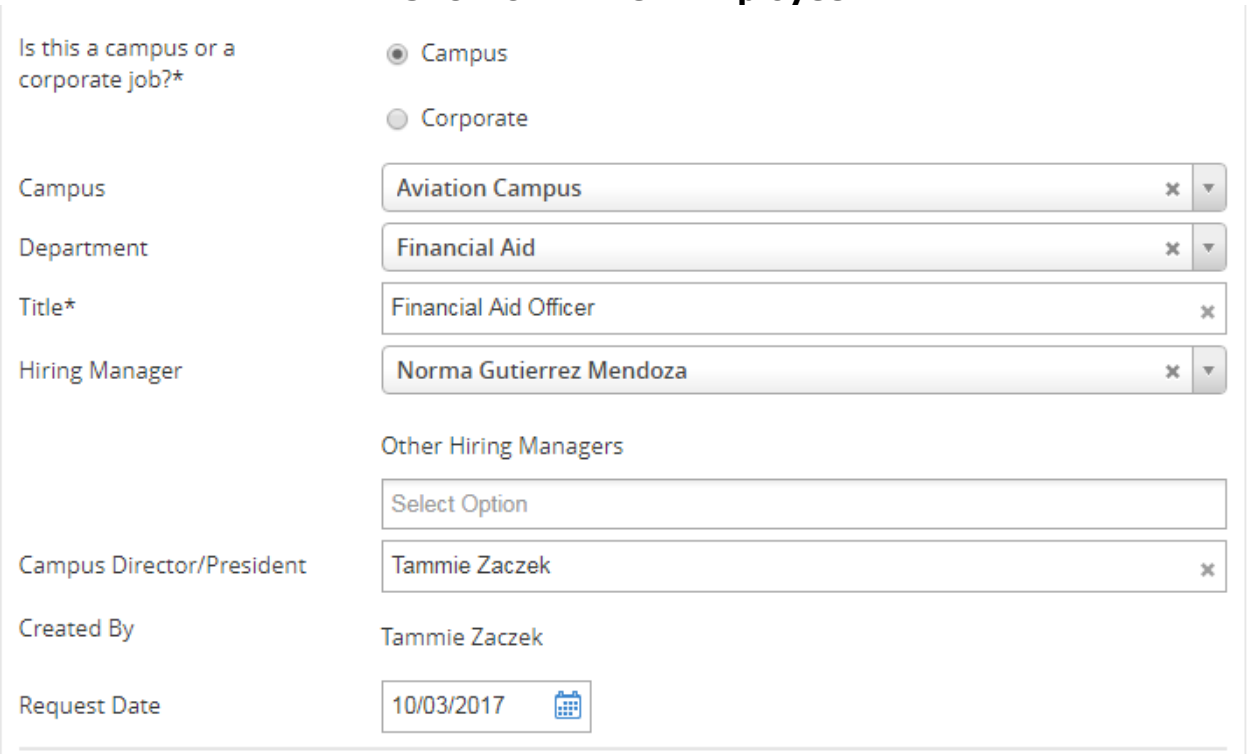
NOTE: Click on ? for definitions.

Requisition Details

All fields must be entered.

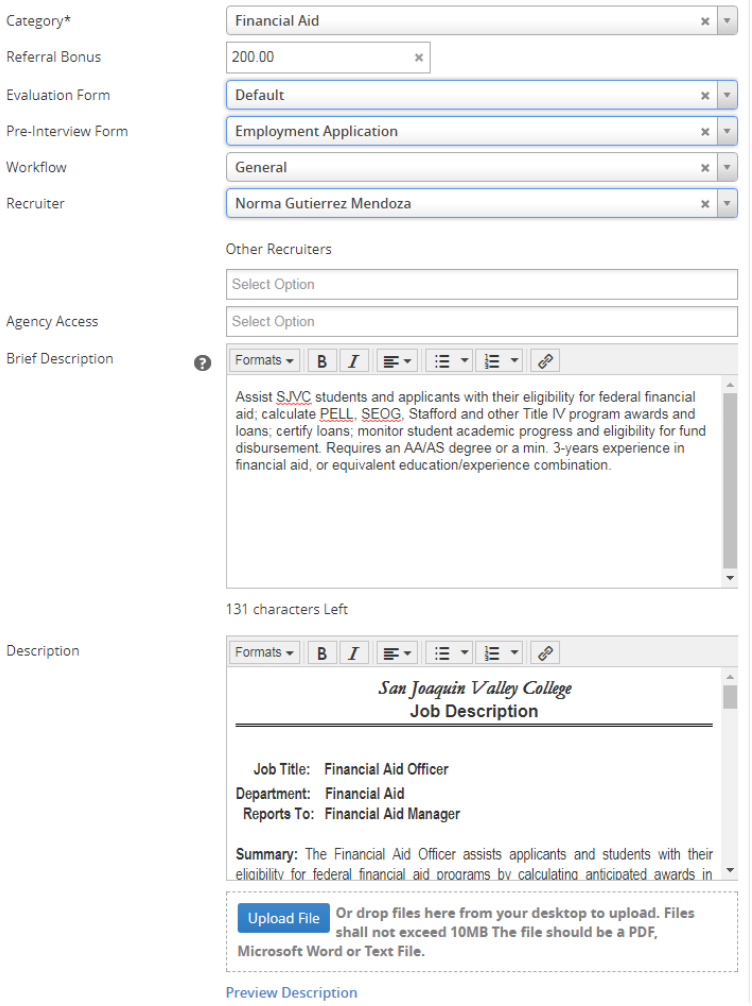
Select Campus or Corporate
Campus – Use drop down to select campus
Department – Use drop down to select department
Title – Enter Title (NOTE: The Title must be entered exactly as on job descriptions with the exception of the general Instructor job description – you will write out the program name. For 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

SECTION 2: New Employee



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.

SECTION 2: New Employee

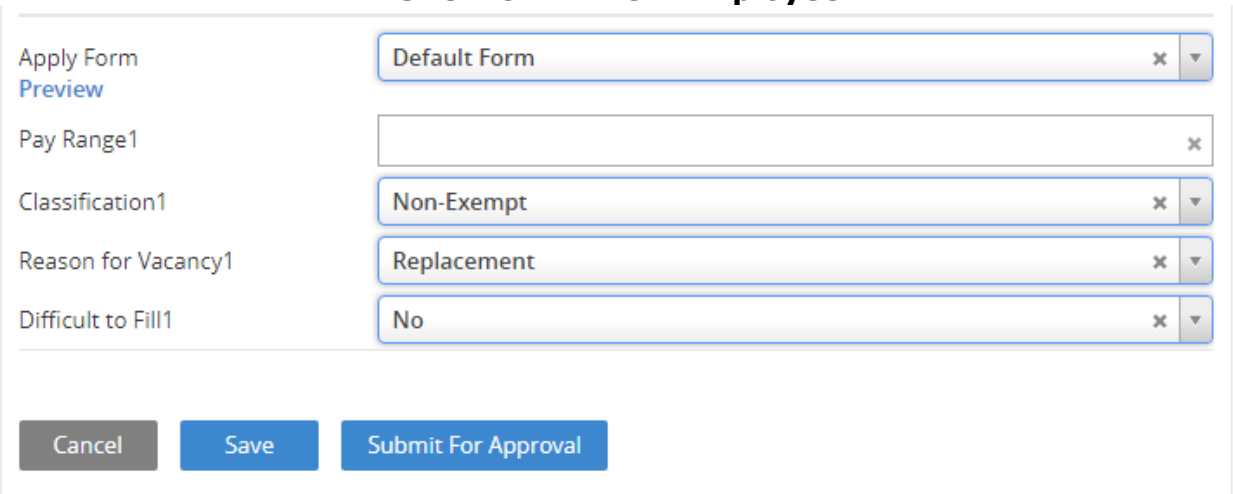


Apply Form – Use drop down to select "Default"
Pay Range1 – Leave blank or enter approved pay range
Classification1 – Use drop down to select classification
Reason for Vacancy1 – Use drop down to select reason
Difficult to fill1 – Use drop down to select "Yes" or "No"

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

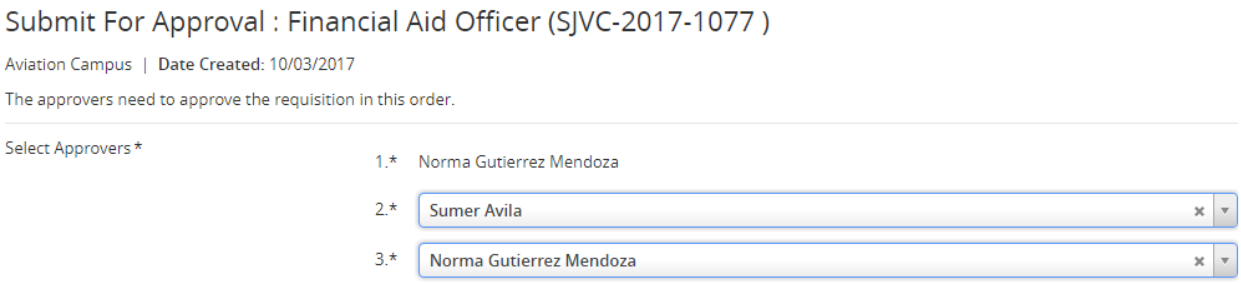
Click "Submit for Approval" if ready to submit.

SECTION 2: New Employee



Submit For Approval

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

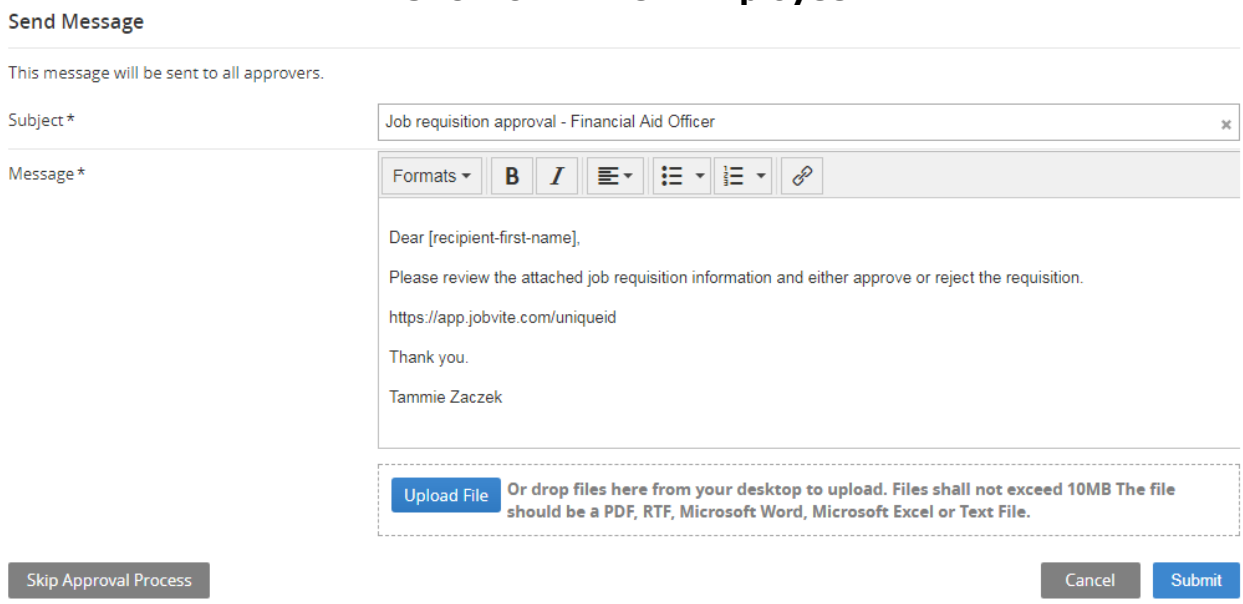


Send Message

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

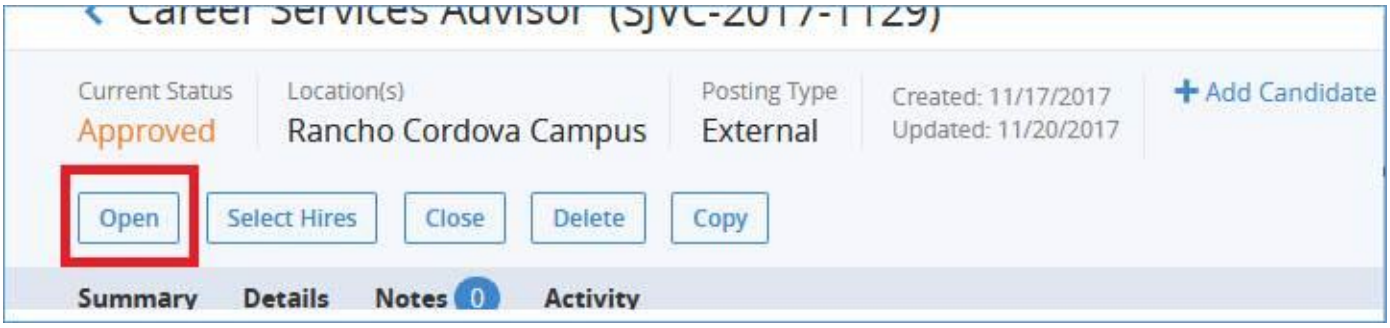
Click "Submit" (NOTE: You may not "Skip Approval Process.")

SECTION 2: New Employee



Open Requisition:

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



■ Screening Candidates

Click "Candidates"

SECTION 2: New Employee

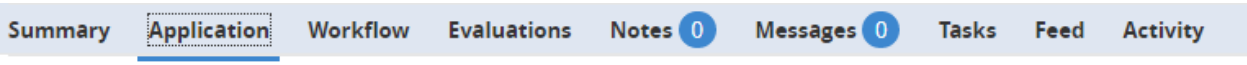
Requisition: Advanced Requisition Search

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.

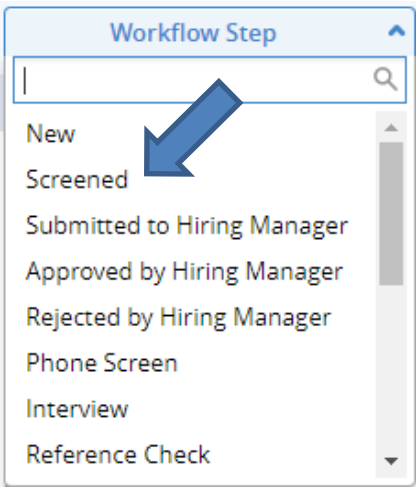
Click "Application"



Review submitted forms (i.e. resume).

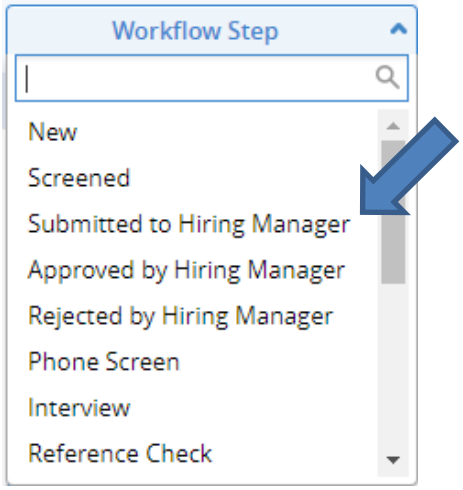
Click "Workflow Step"

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

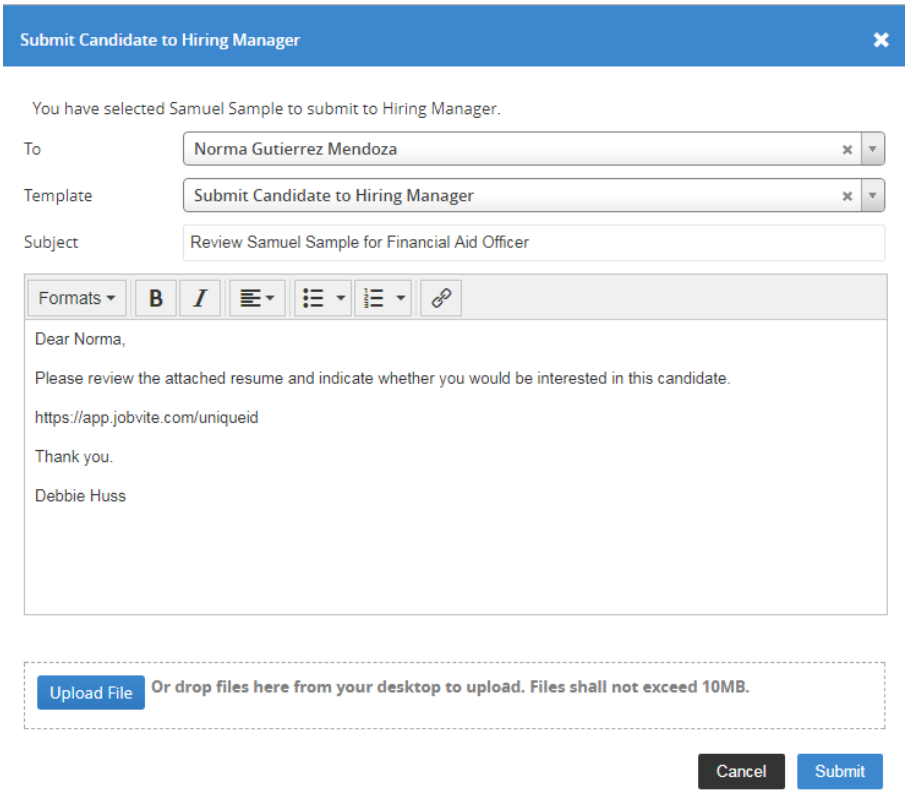


If Administrative Assistant is designated as the screener click "Submitted to Hiring Manager" for those that meet qualifications.

SECTION 2: New Employee

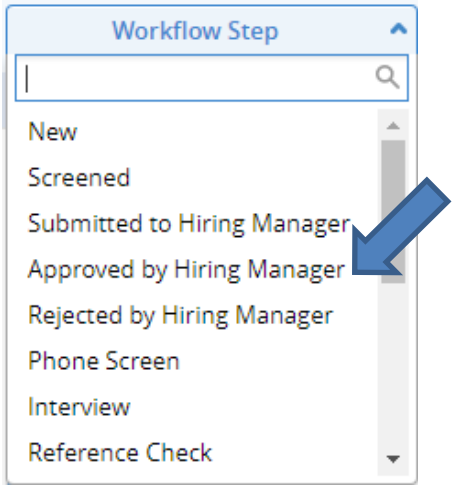


The following email will open. The Administratiave Assistant will need to confirm with the Hiring Manager whether or not they would like to receive this email for each candidate. If not, skip the "Submitted to Hiring Manager" Step.



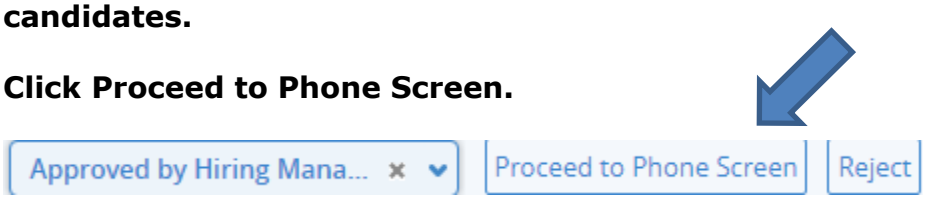
SECTION 2: New Employee

Hiring Manager will approve or reject candidate.

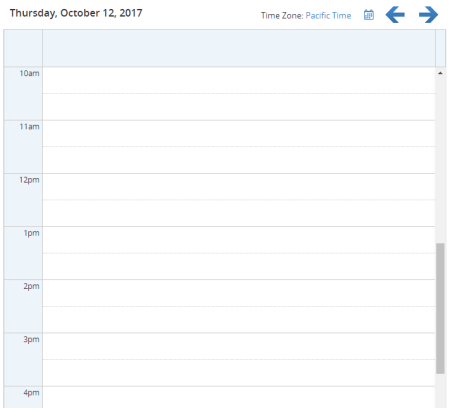


The Administrative Assistant will schedule the Phone Screen with approved candidates.

Click Proceed to Phone Screen.

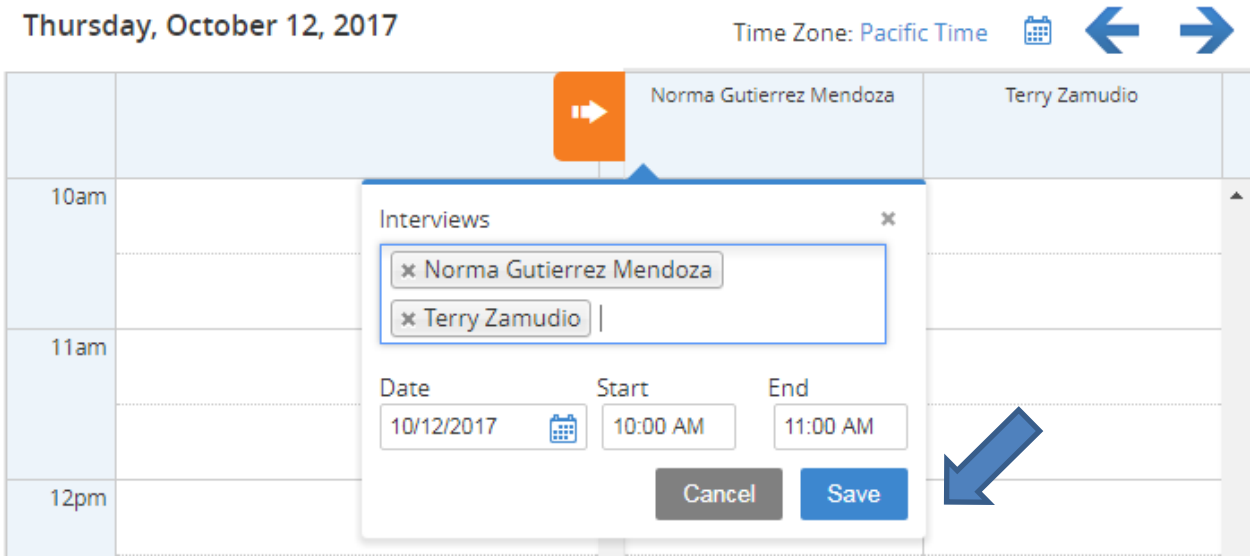


An Outlook calendar will open. Select appropriate date and time for phone screening with candidate.



SECTION 2: New Employee

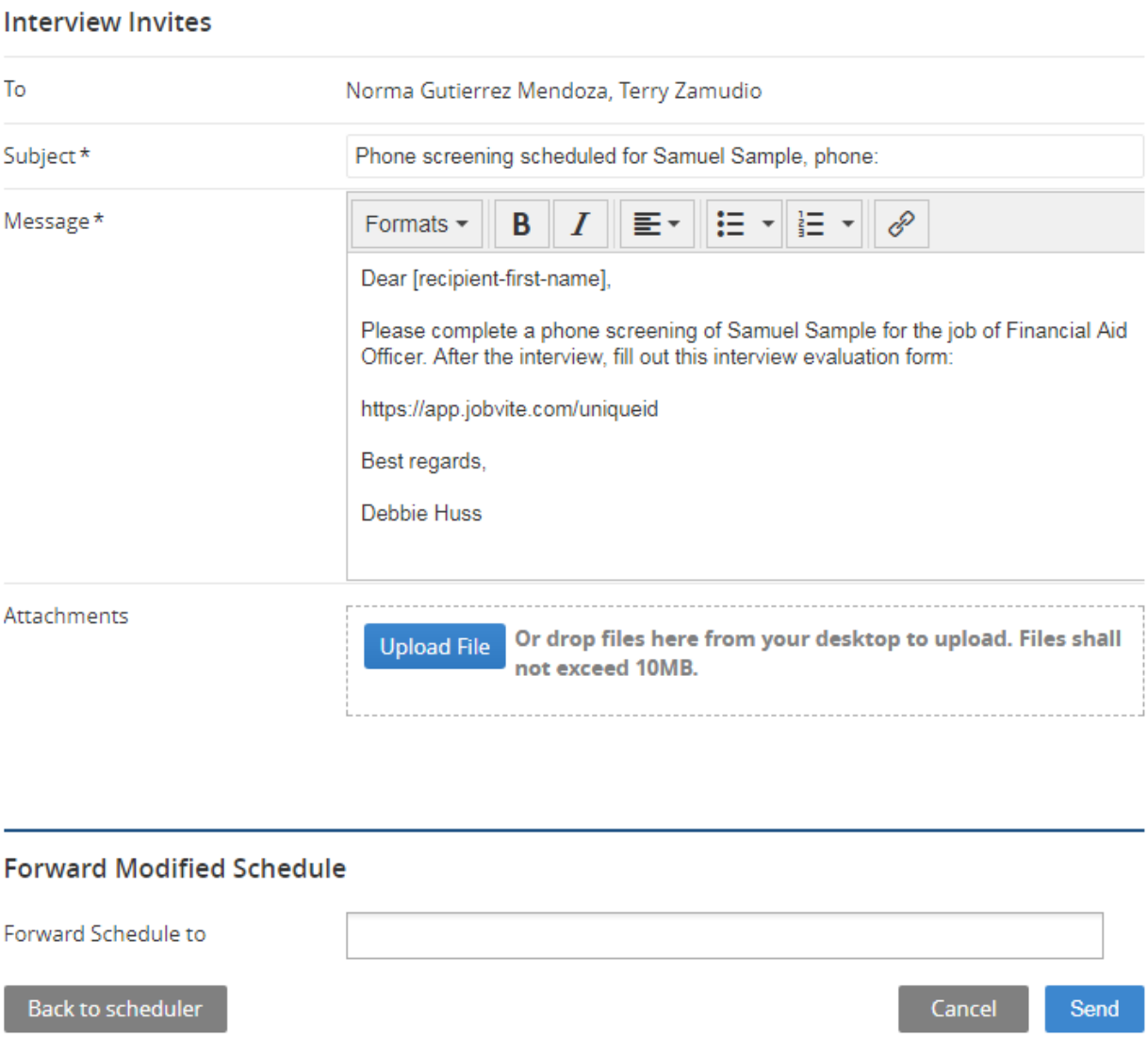
Enter interviewer(s) names as follows:



Click Save, scroll down and click Next.

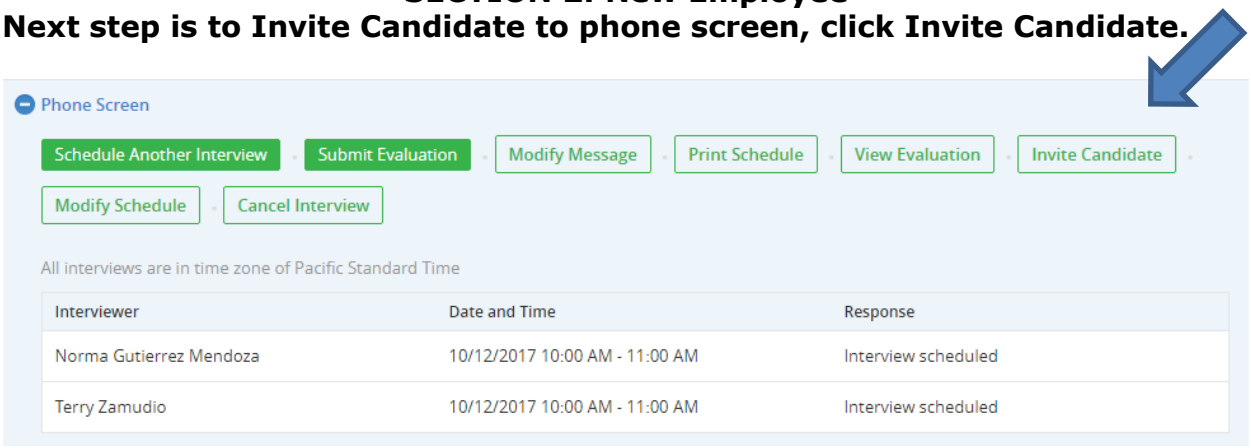
SECTION 2: New Employee

The email to interviewers will open, click send.

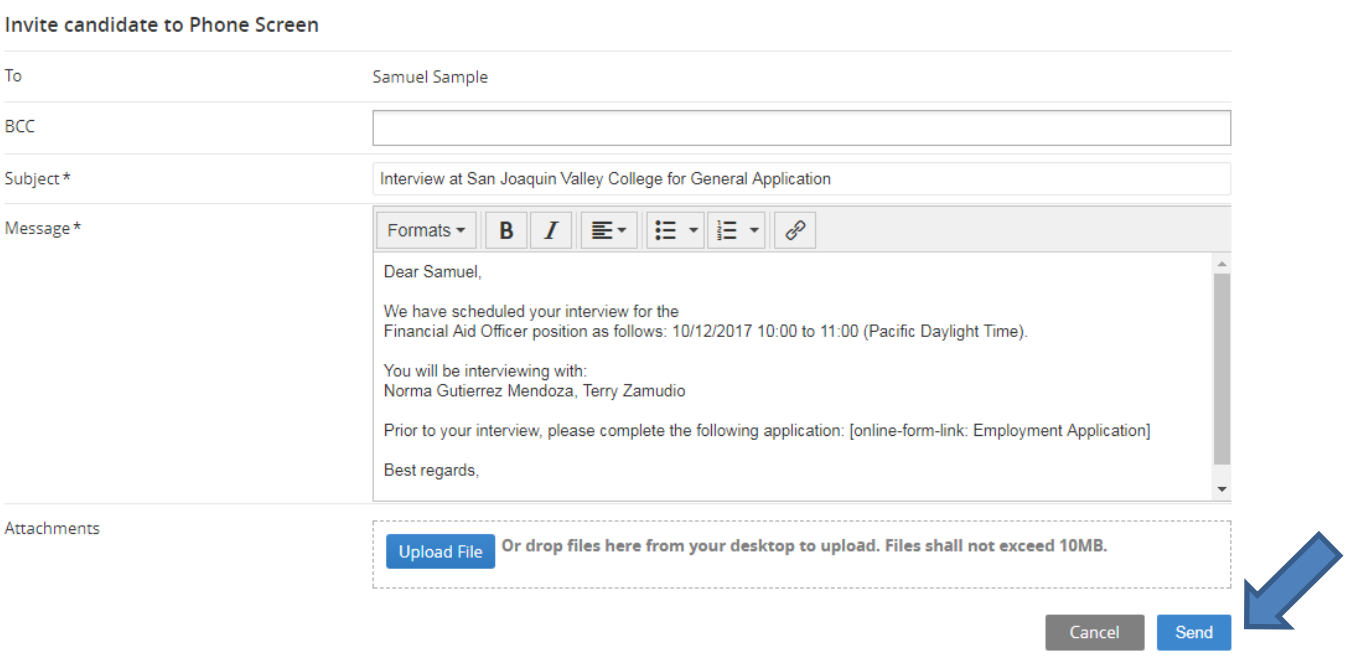


SECTION 2: New Employee

Next step is to Invite Candidate to phone screen, click Invite Candidate.

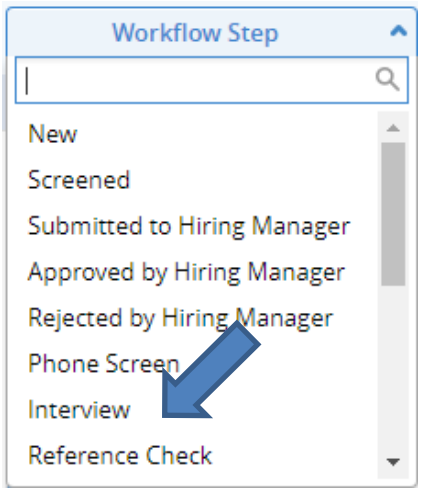


The email to candidate will open, click Send.

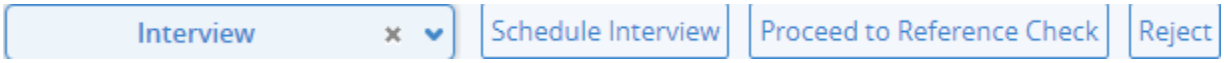


SECTION 2: New Employee

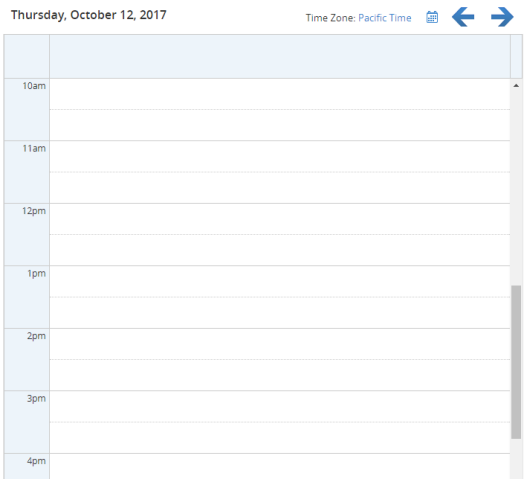
The next step is to schedule the in-person interview, click "Interview"



Click "Schedule Interview"

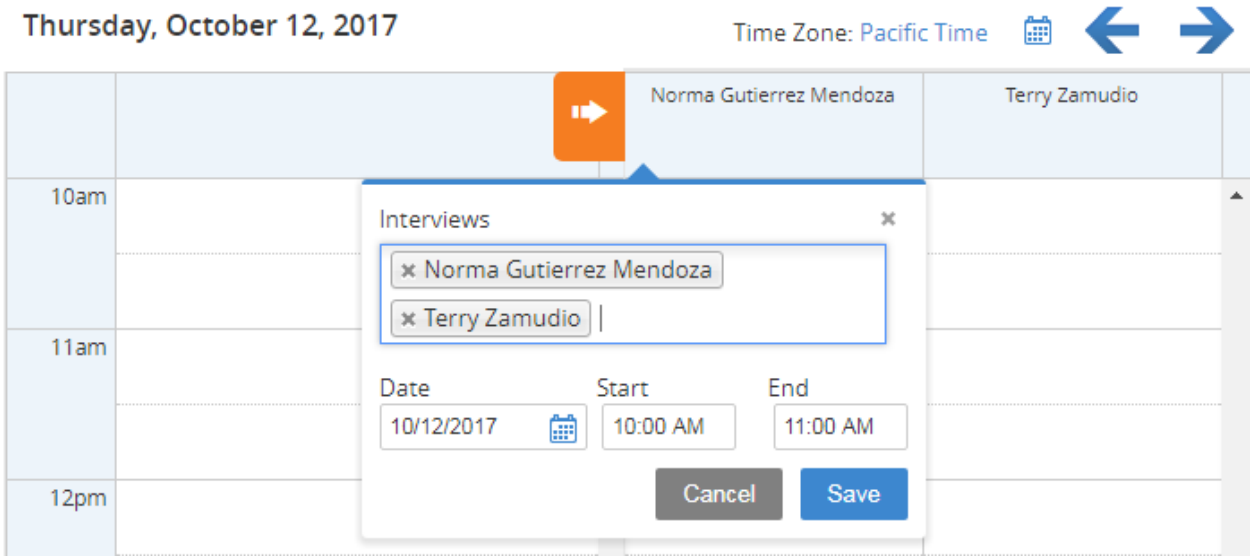


An Outlook calendar will open. Select appropriate date and time for interview with candidate.

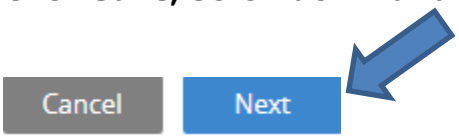


SECTION 2: New Employee

Enter interviewer(s) names as follows:

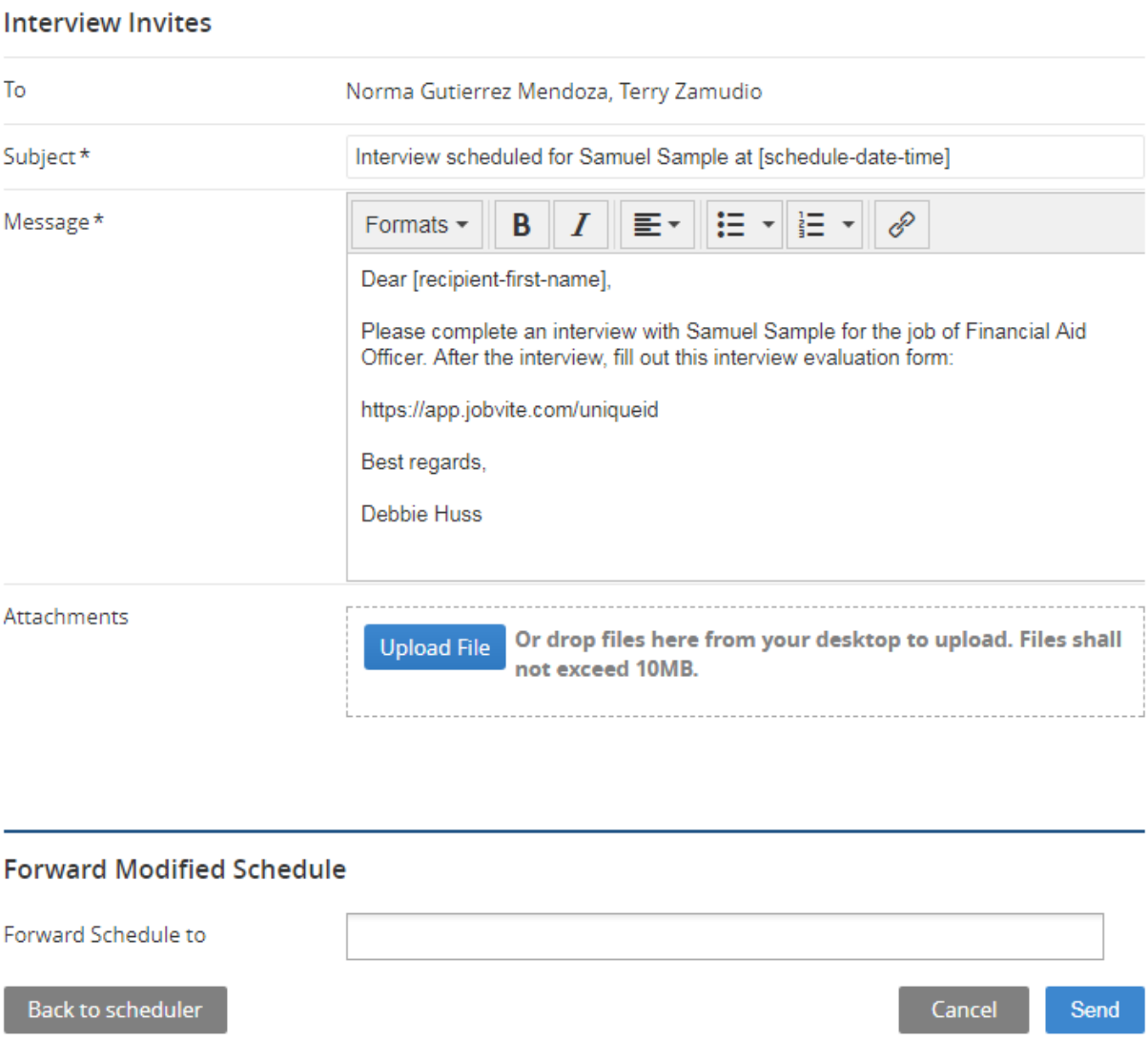


Click Save, scroll down and click Next.



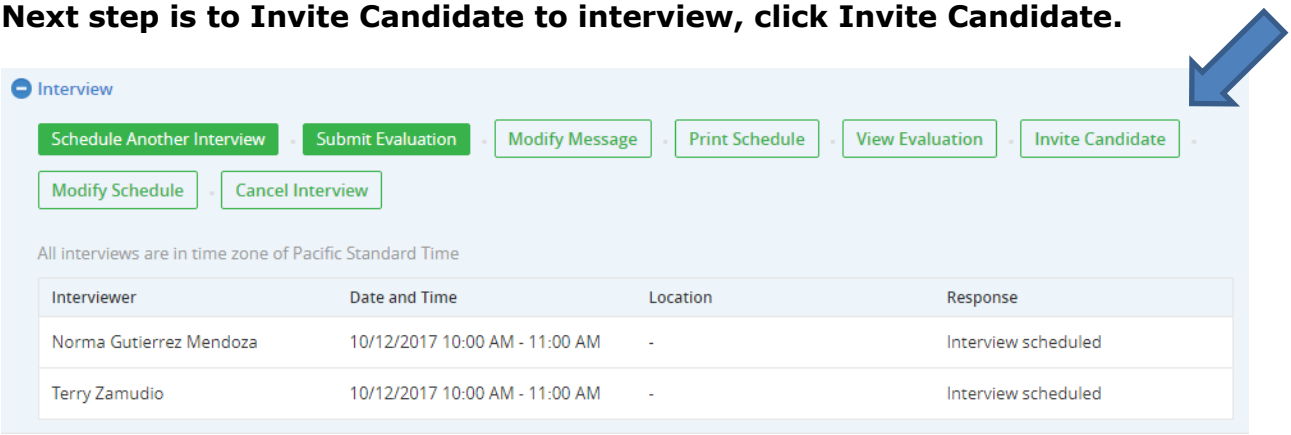
SECTION 2: New Employee

The email to interviewers will open, click send.

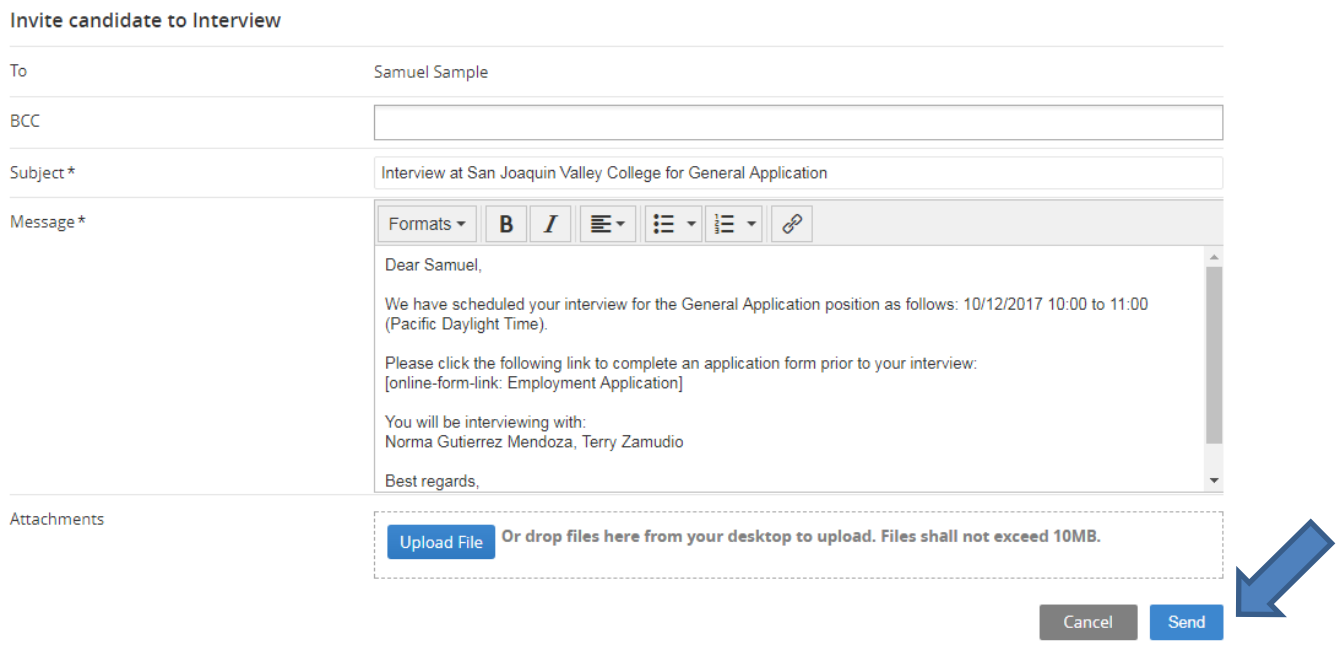


SECTION 2: New Employee

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

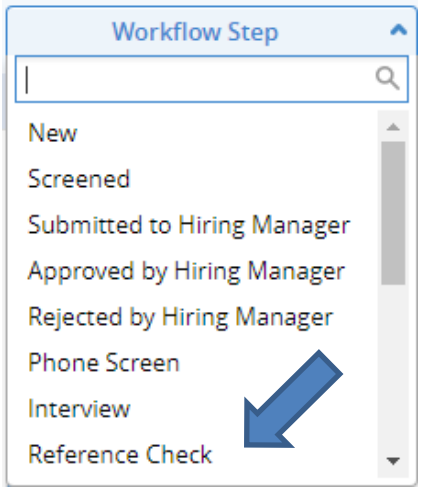


The email to candidate will open, click Send.

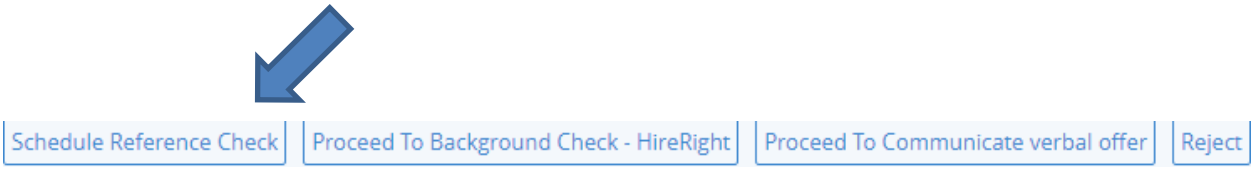


SECTION 2: New Employee

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"

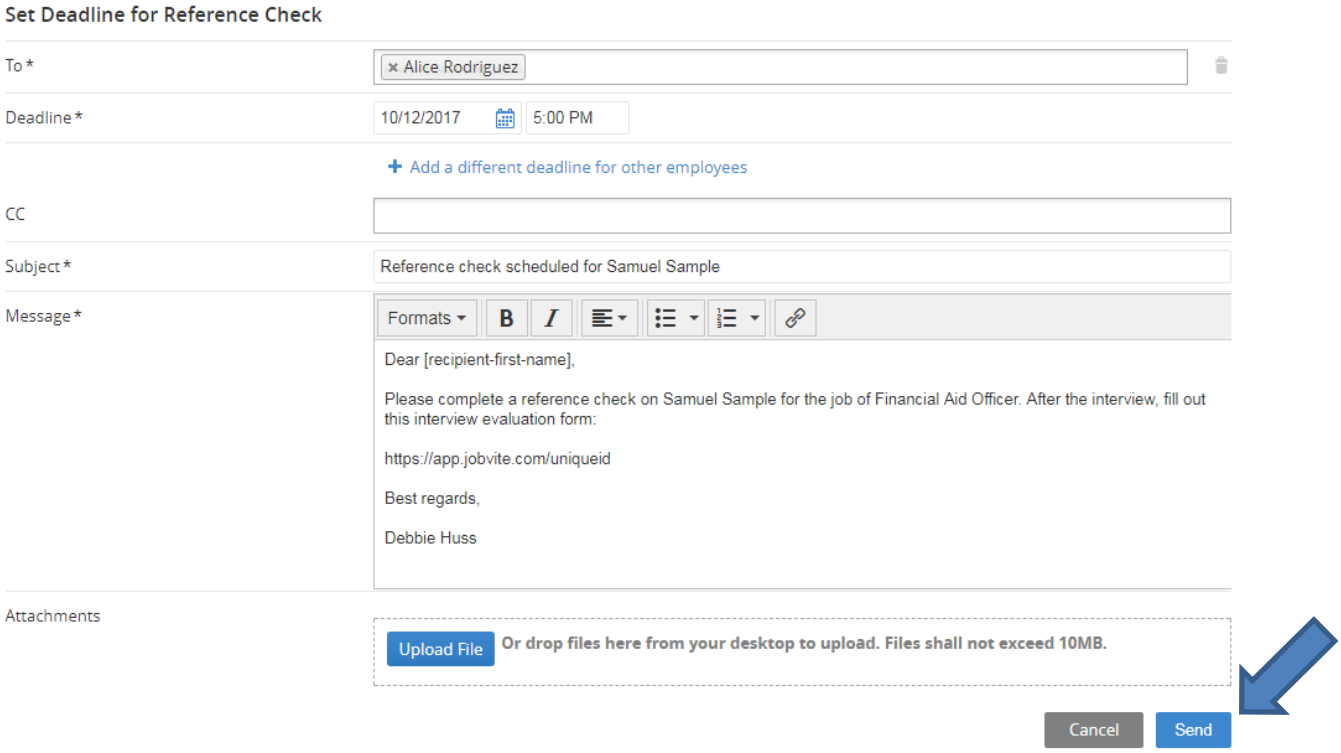


Click "Schedule Reference Check"



SECTION 2: New Employee

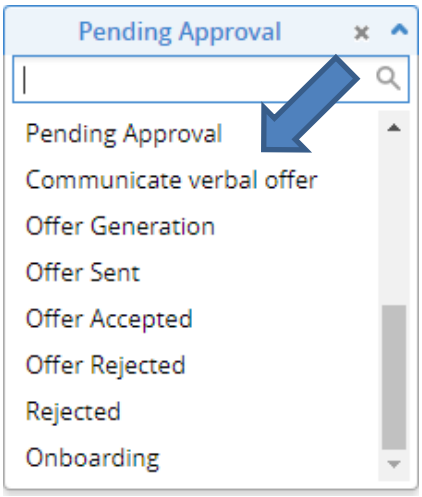
The email will open and the Hiring Manager will enter the Administrative Assistant's name in the "To" field and select the "Deadline" date, click Send.



SECTION 2: New Employee

MAKING A JOB OFFER

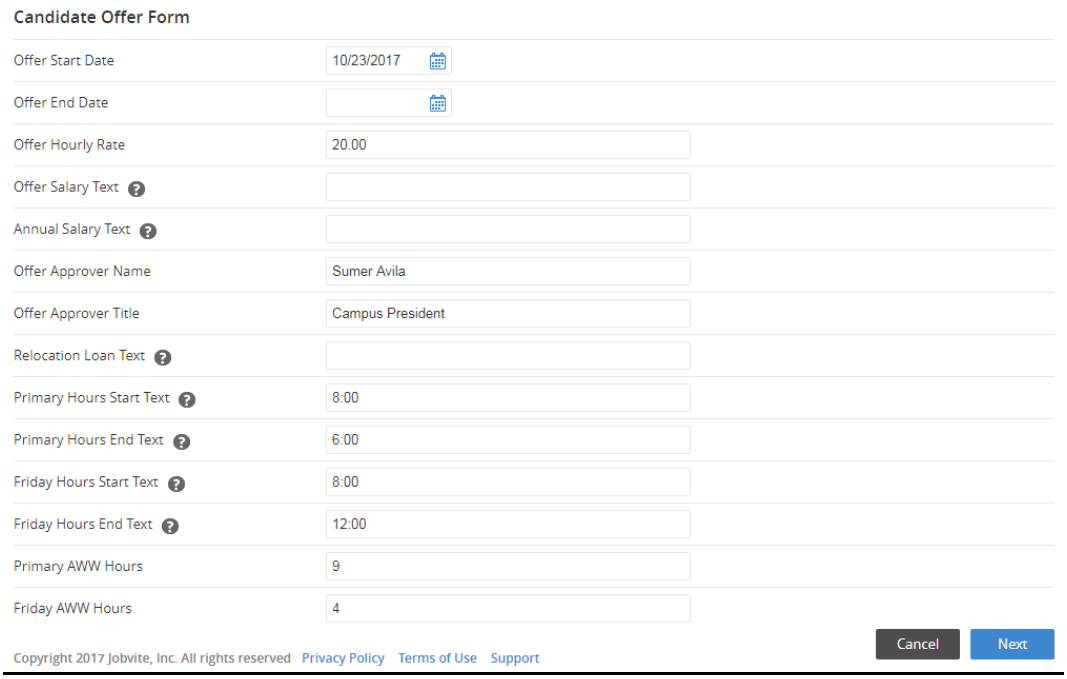
Proceed to create the Job Offer Request Form (Candidate Offer Form). To do so, the Administrative Assistant will click "Pending Approval"



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

SECTION 2: New Employee

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

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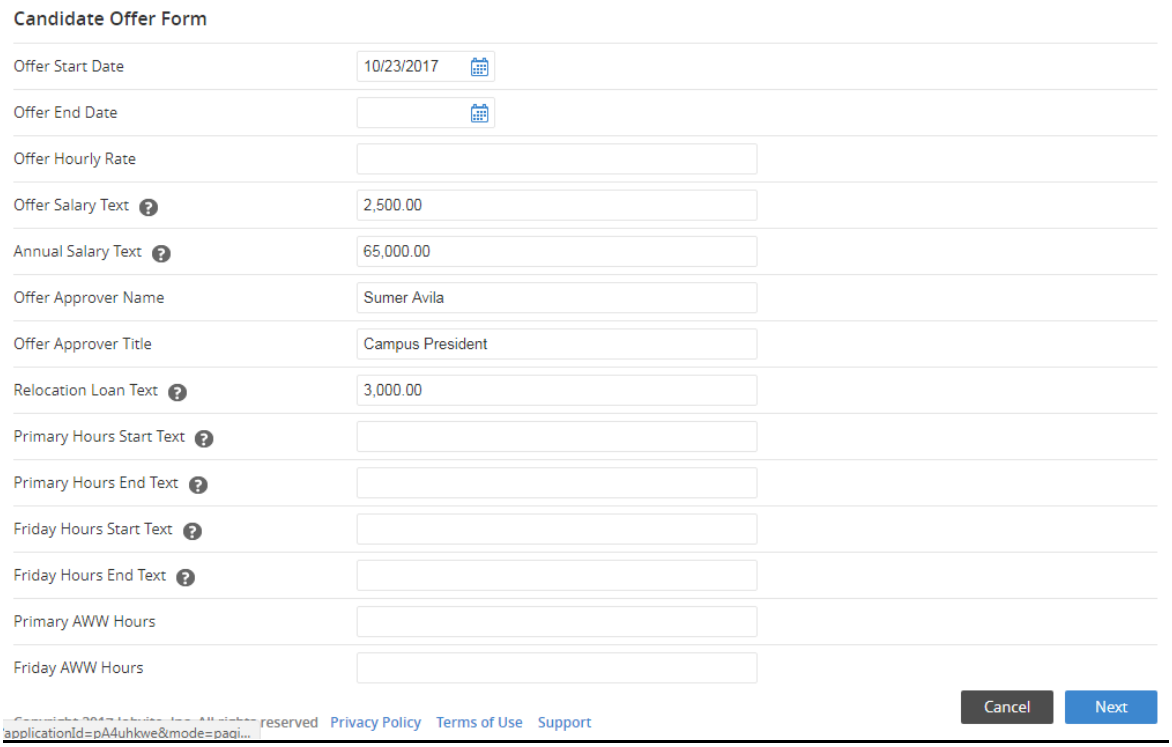
Cancel Next

SECTION 2: New Employee

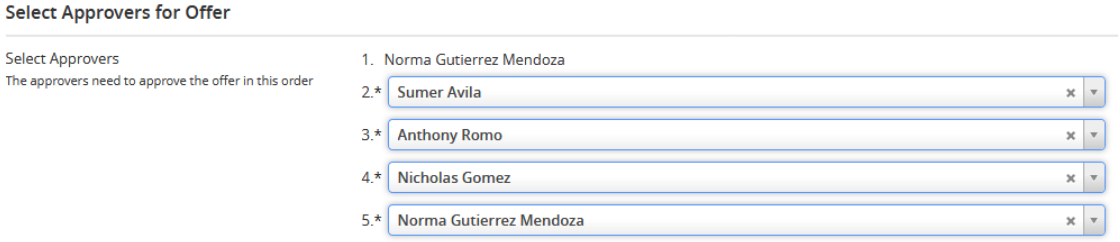
Exempt Example



Click "Next"

Select Approvers for Offer

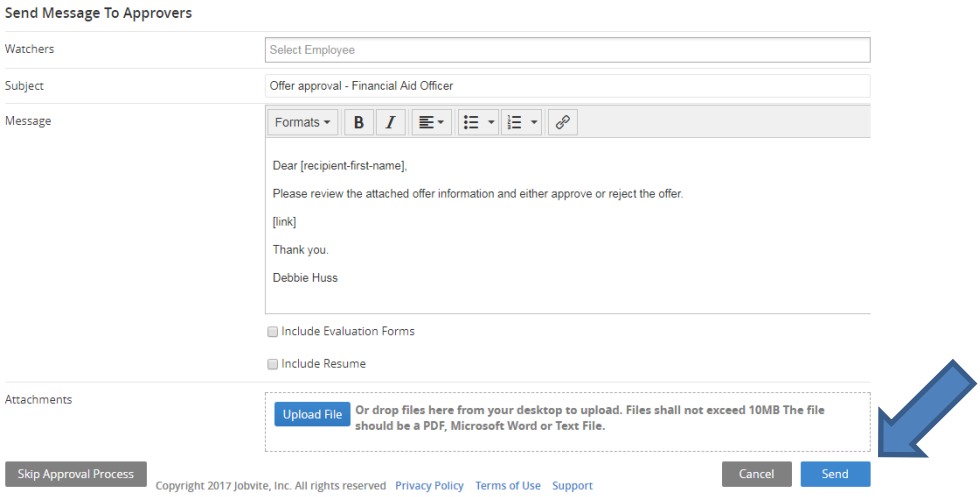
1 = Administrative Assistant
2 = Campus President
3 = Corporate Director
4 = Senior Management
5 = Human Resources



SECTION 2: New Employee

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"

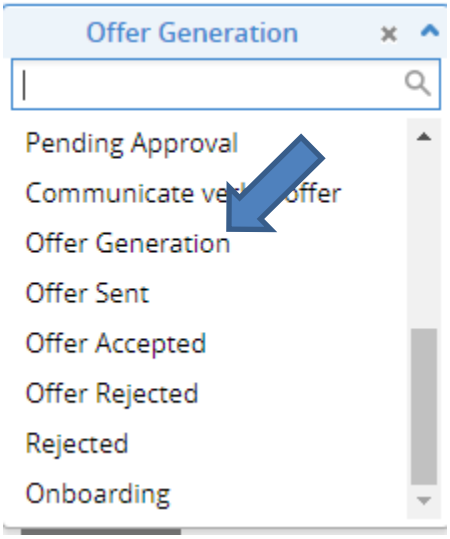


After Human Resources approves, an email will be sent to the Administrative Assistant informing them that the approval process has been completed.

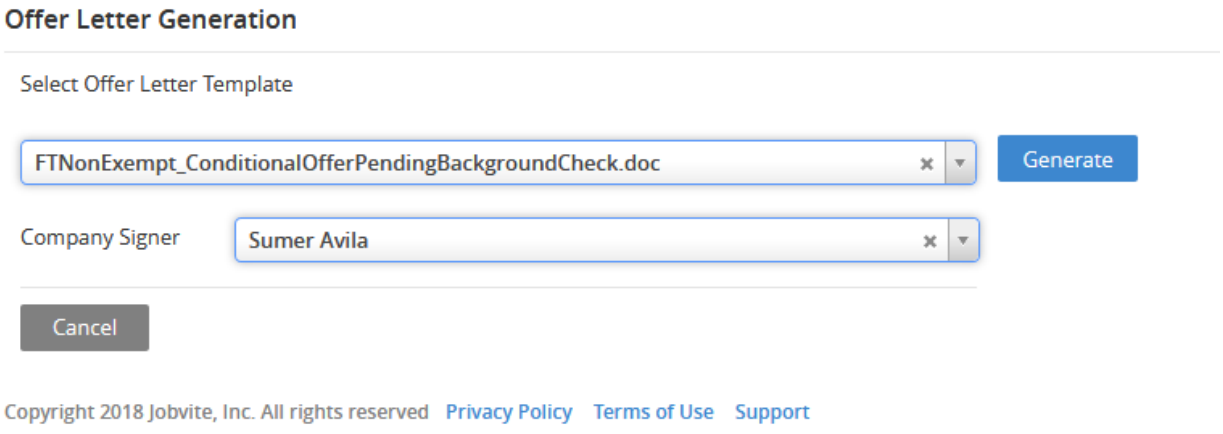
SECTION 2: New Employee

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



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



SECTION 2: New Employee

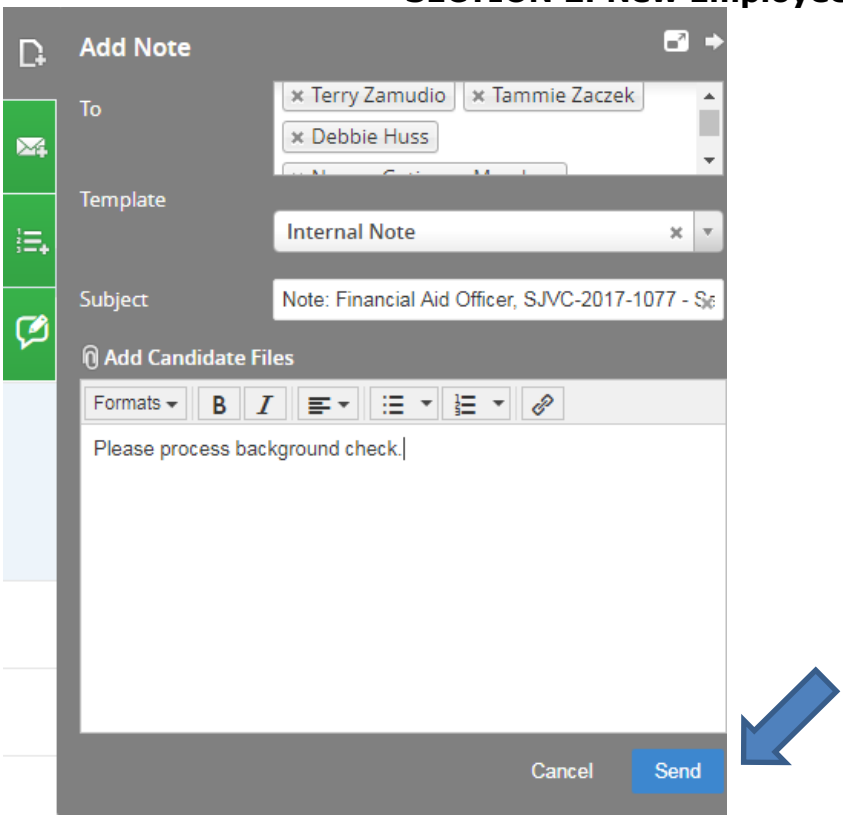
Once the Acceptance Letter is signed by the candidate and returned, the Administrative Assistant clicks "Proceed to Background Check – HireRight"

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

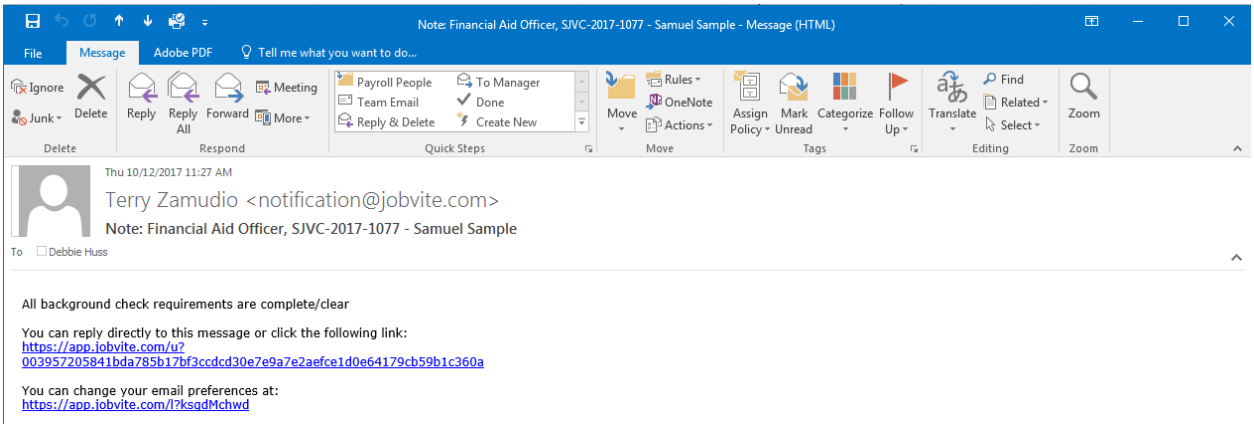
Click the "Add Note"

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

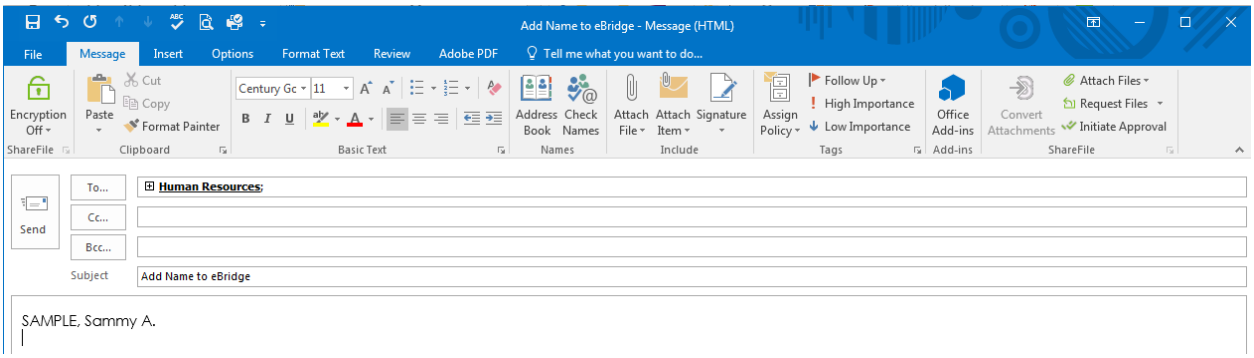


Before proceeding, you must receive clearance from Human Resources via email to the Administrative Assistant.



SECTION 2: New Employee

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

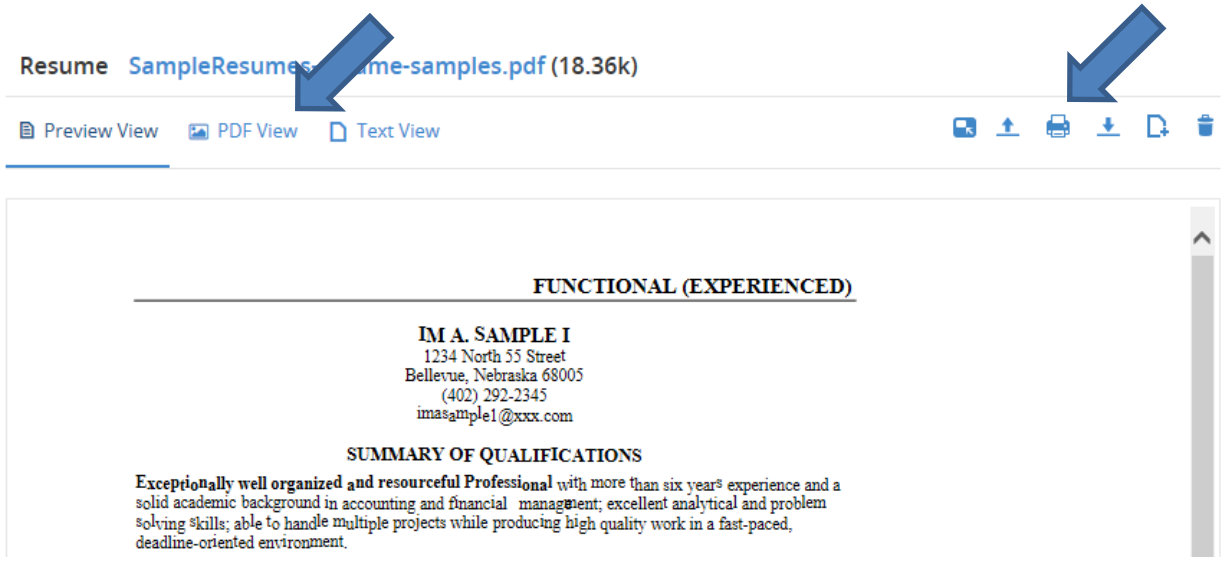


Once Human Resources confirms that the name has been added, locate employment application, resume and offer and acceptance letters.

Employment Application and Resume can be found as follows:

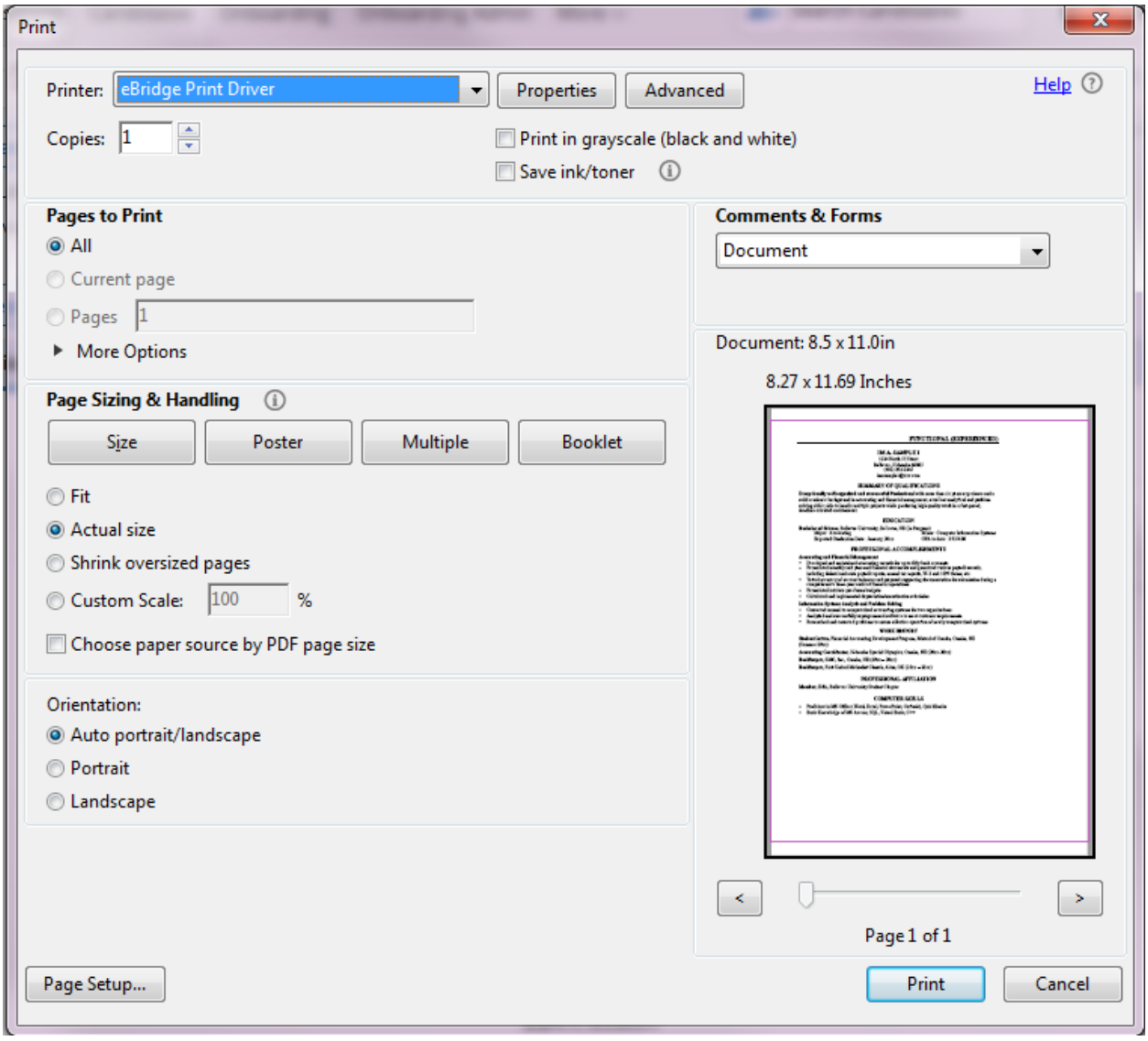
Candidates > [NOTE: Make sure to make all filter "Any"] > Search by Name Only [Enter Name] > Click Search > Click on candidates name > Click on Application [NOTE: Resume will appear]

Click "PDF View" and then Click "Print"



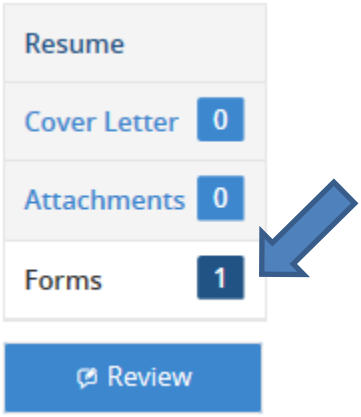
SECTION 2: New Employee

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

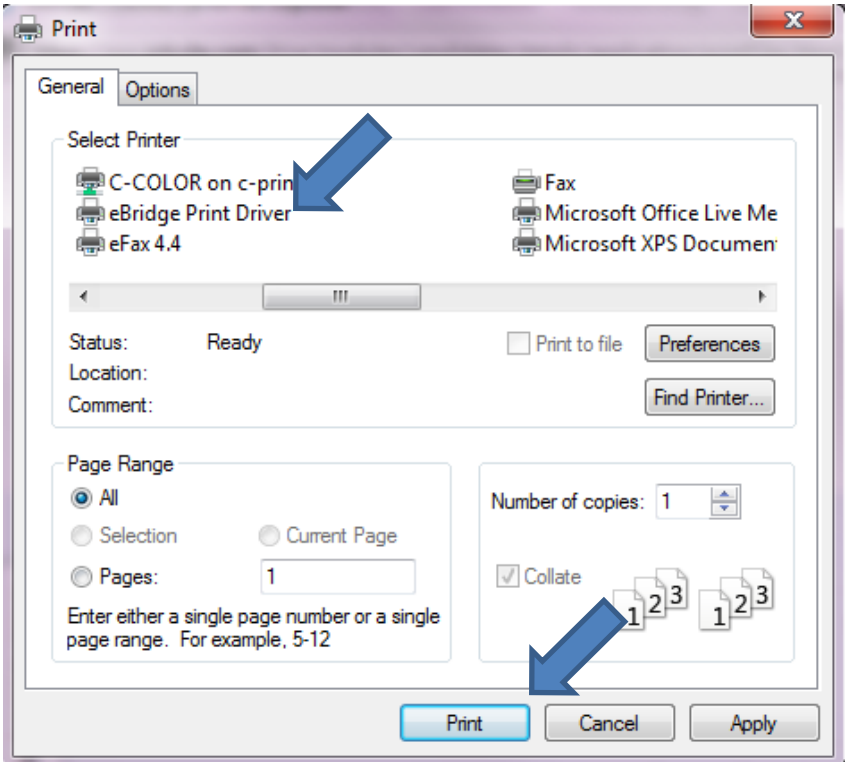
SECTION 2: New Employee



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

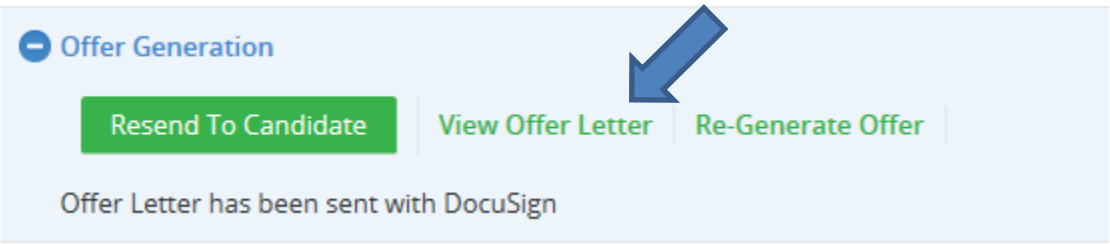


Click "Workflow" to locate the conditional offer and acceptance letters

SECTION 2: New Employee

Click "Offer Generation" plus sign to the left

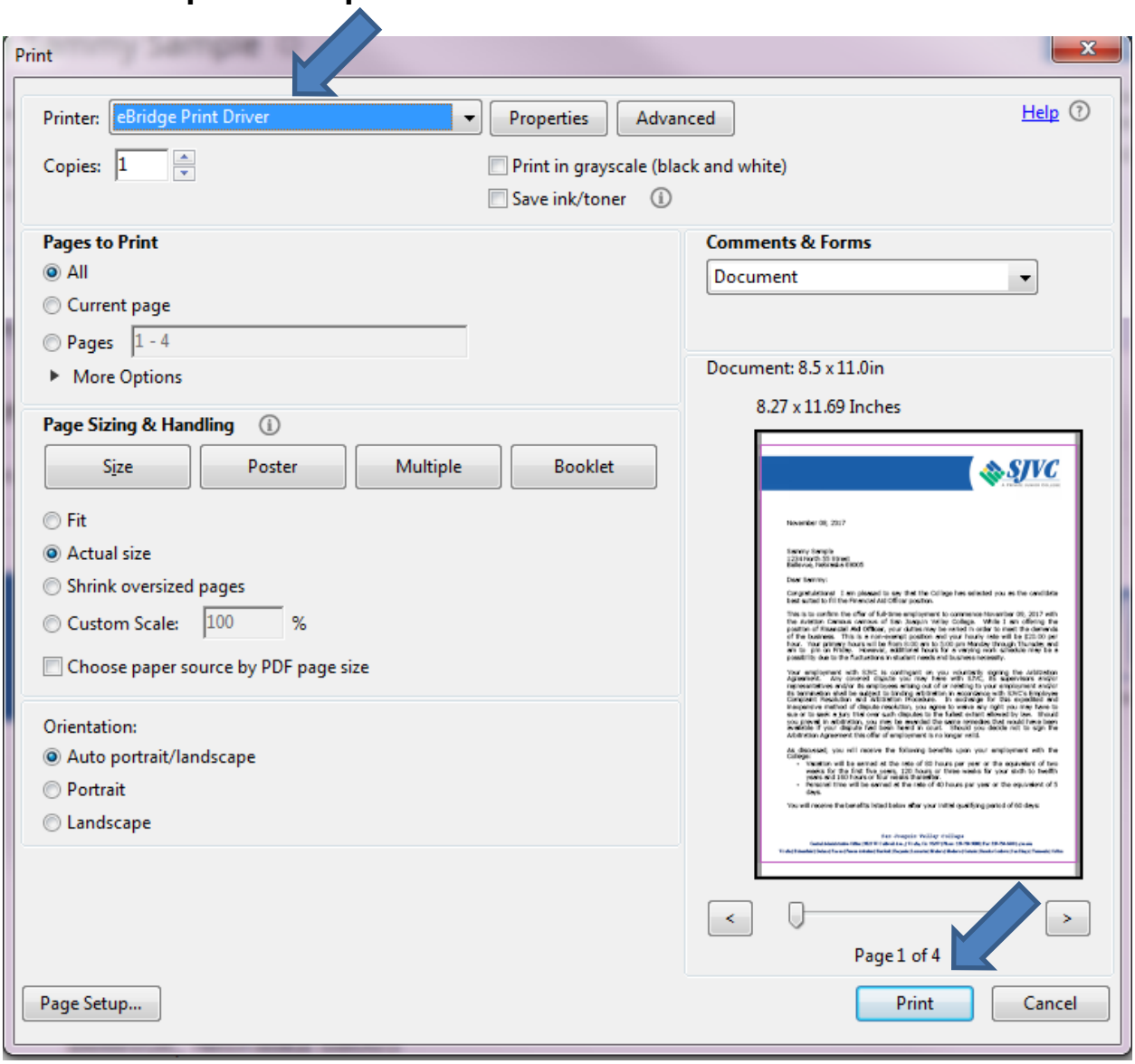
Click "View Offer Letter"



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

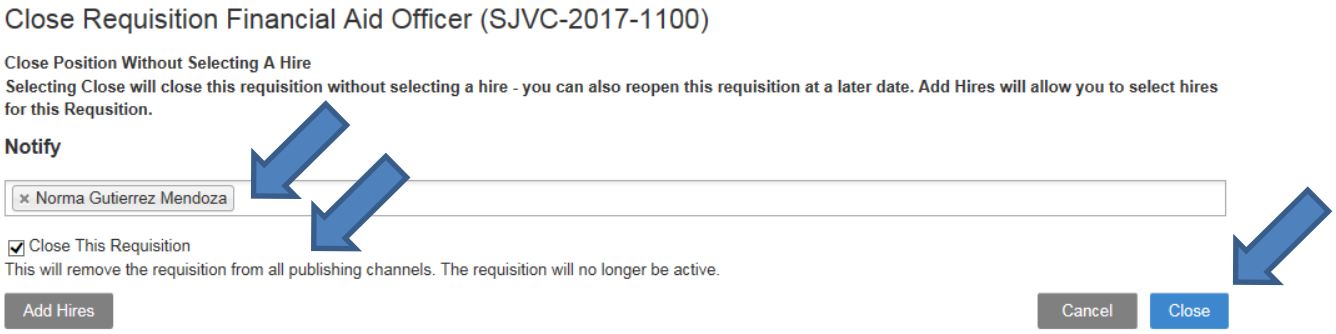
CLOSE REQUISITION

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"

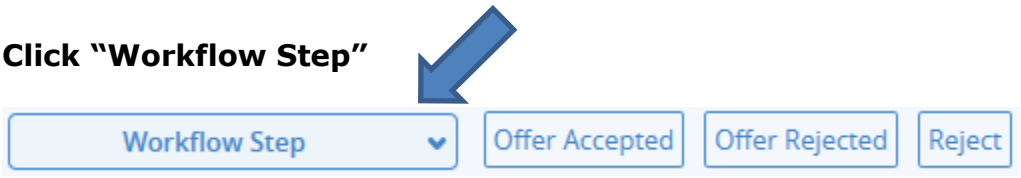
Close requisition notification will appear.

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



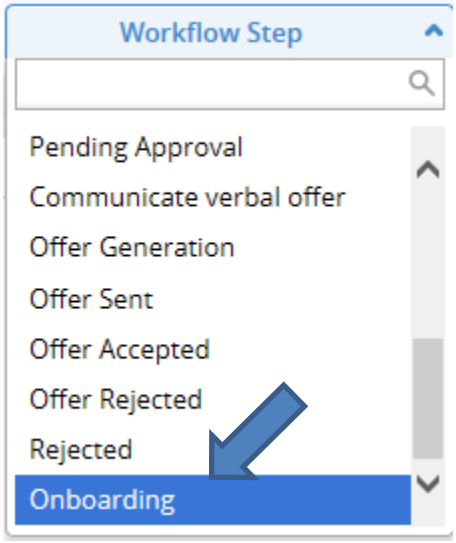
■ ONBOARDING PROCESS

Click "Workflow Step"



SECTION 2: New Employee

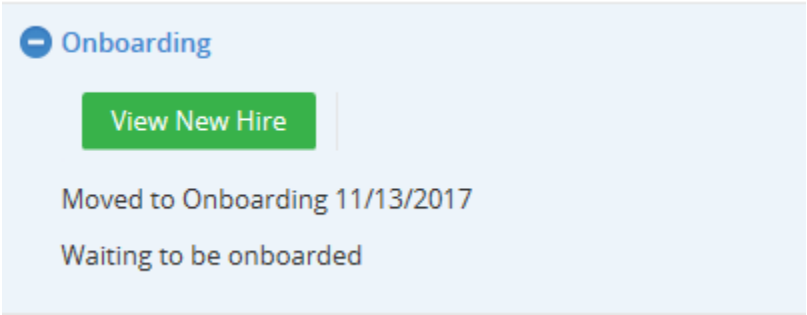
Click "Onboarding"



Click "Send to Onboarding"

Click "Workflow"

The following will appear. Click "View New Hire"



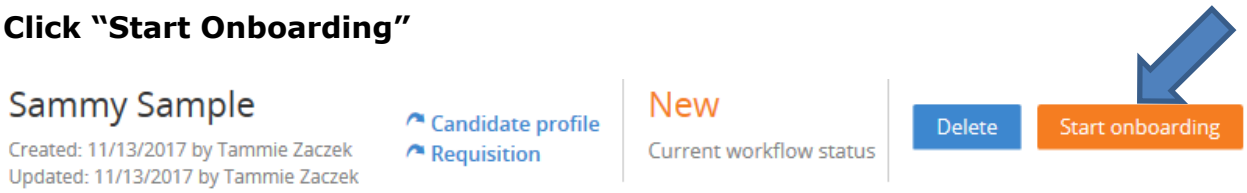
Review employment information such as hire date, location, and job title to ensure it populated as expected. If edits are required, Click "Edit"

SECTION 2: New Employee

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

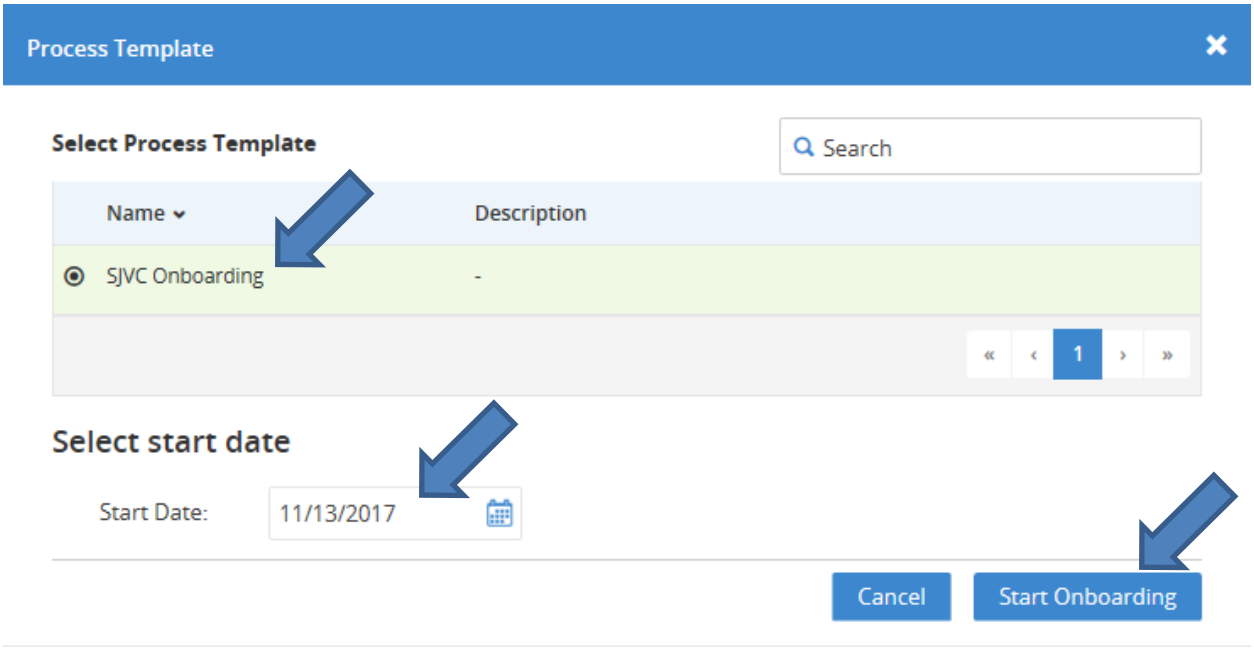
SECTION 2: New Employee

Click "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"



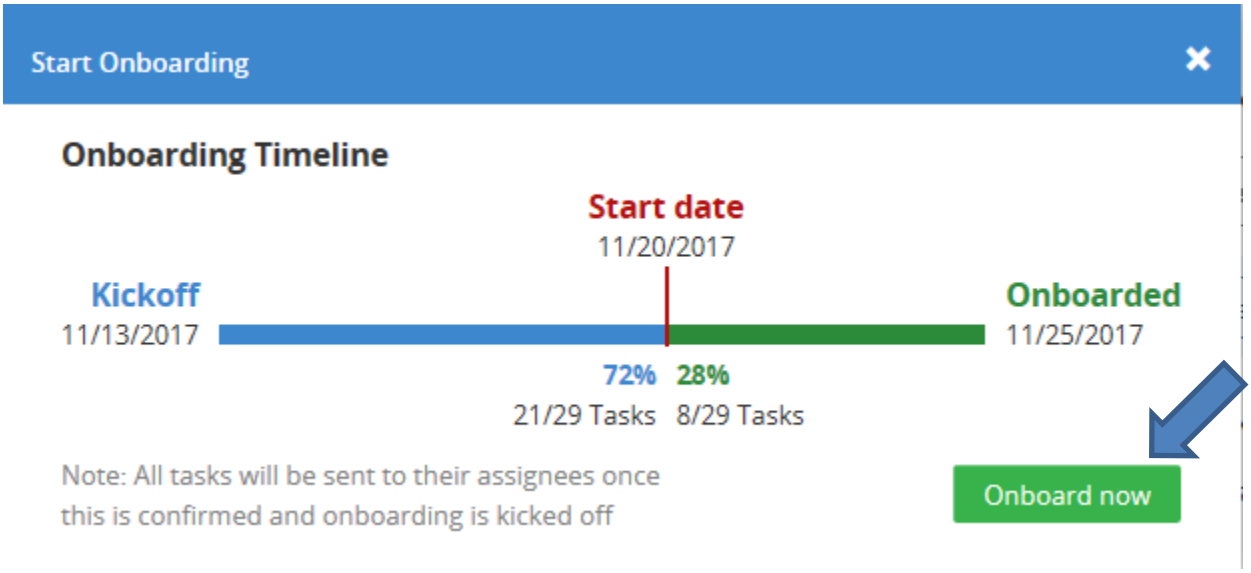
"Task inclusion condition evaluation" pops up, Click "Start Onboarding"

SECTION 2: New Employee

Onboarding screen comes up for new hire.

Click "Start Onboarding"

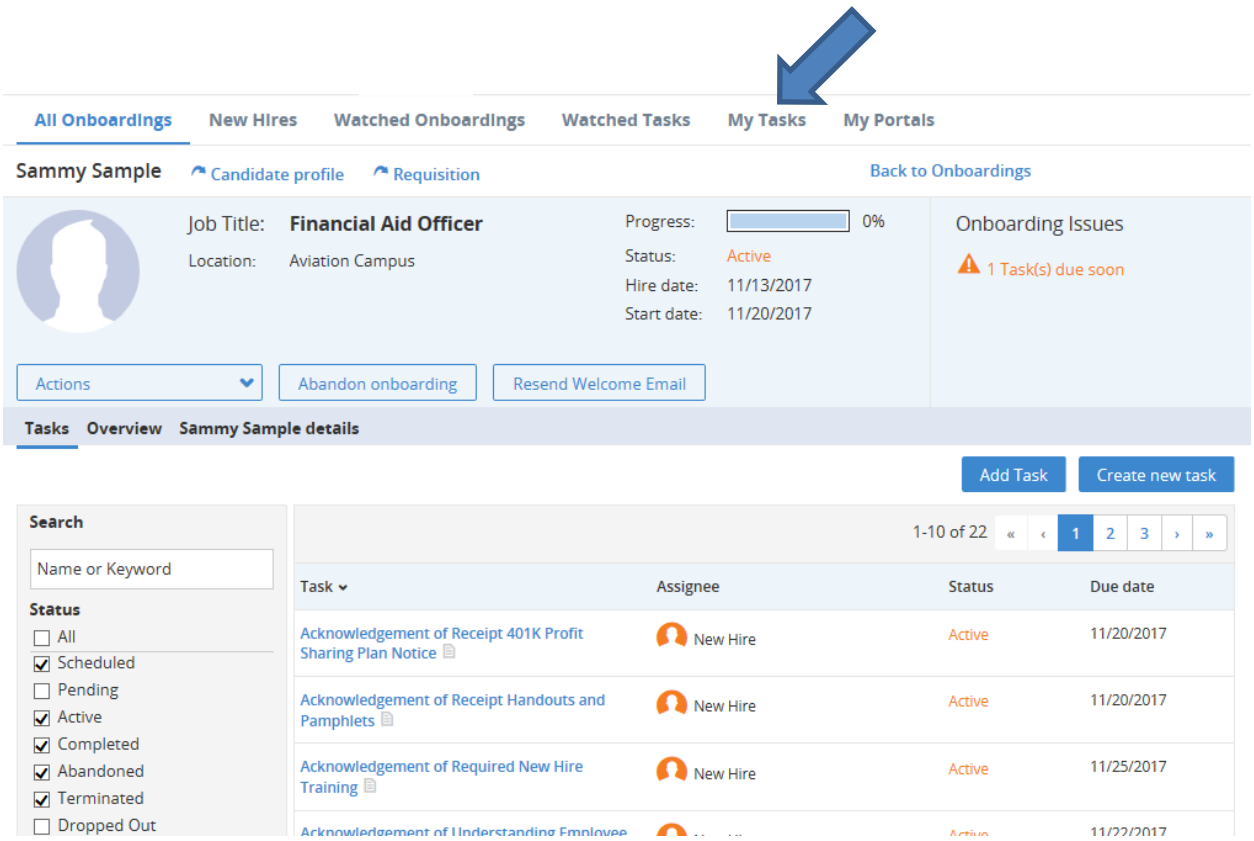
Start Onboarding appears. Click "Onboard Now"



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

SECTION 2: New Employee

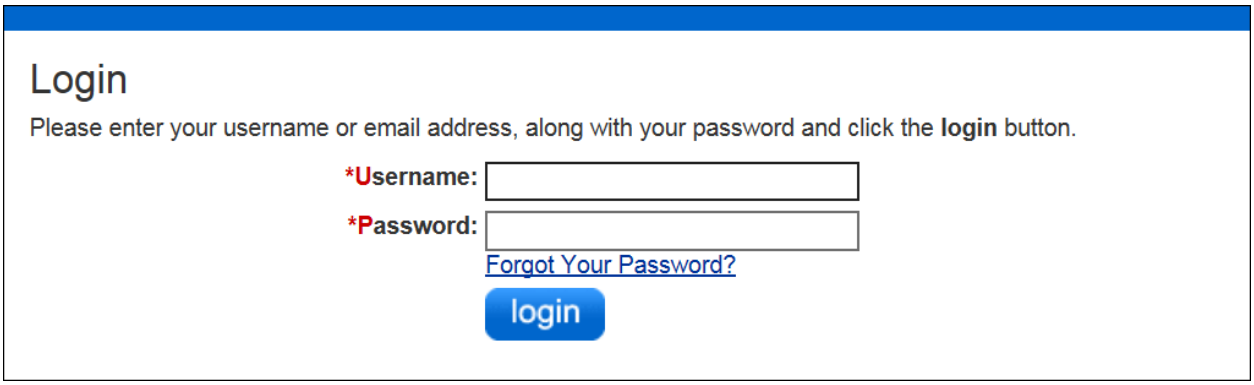
You will be taken to the onboarding tasks. Click "My Tasks"



SECTION 2: New Employee

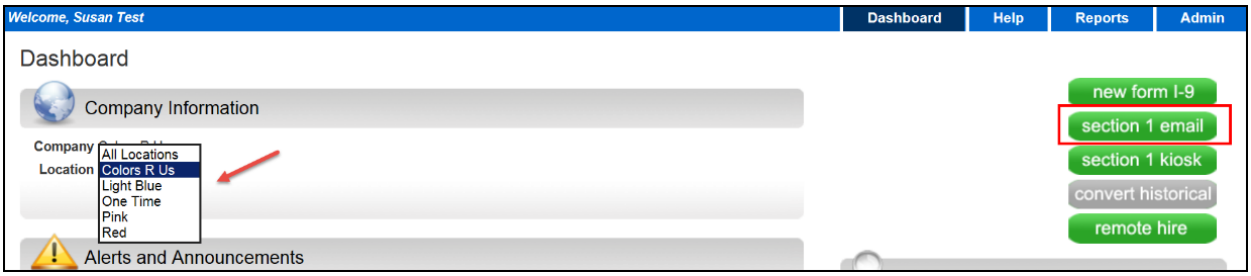
You will be taken to the documents to be completed.

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.

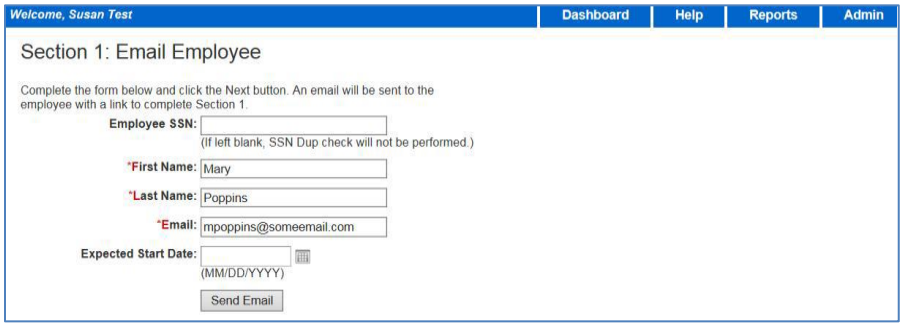


SECTION 2: New Employee

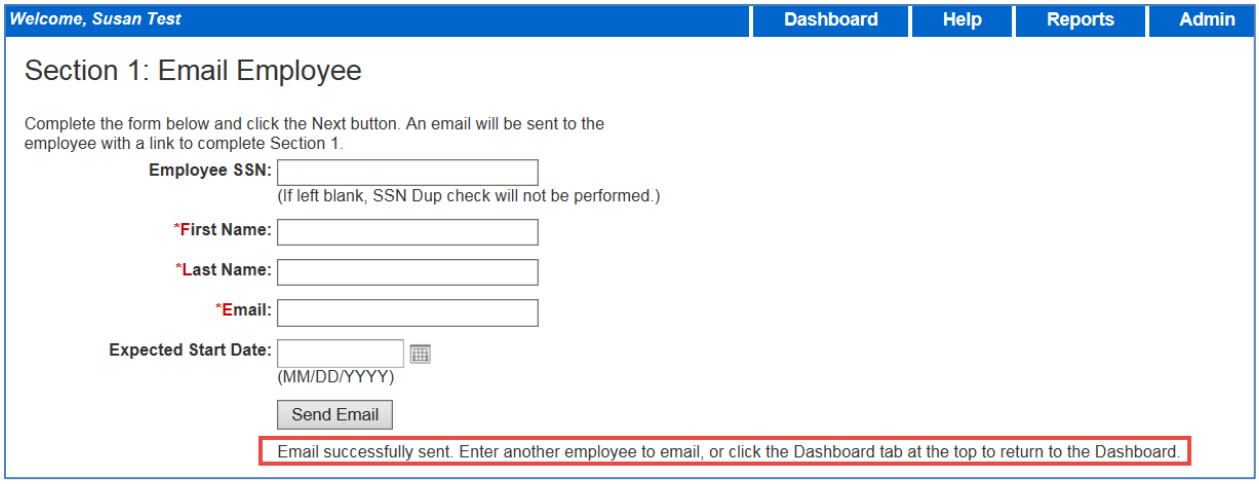
Next, you will initiate and send Section 1 of the I-9 to the new hire via email. Select section 1 email from Dashboard.



Authorized User enters the Employee's First Name, Last Name and Email. Employee SSN and Expected Start Date are optional fields. Click Send Email.



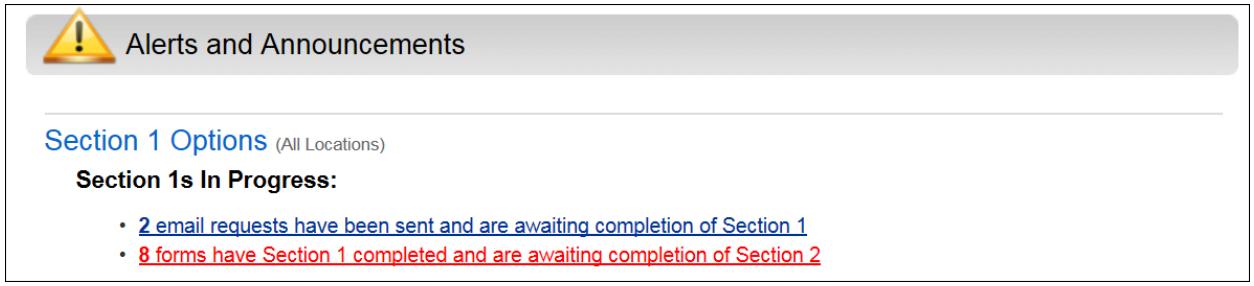
A confirmation will appear indicating that the email has been successfully sent.



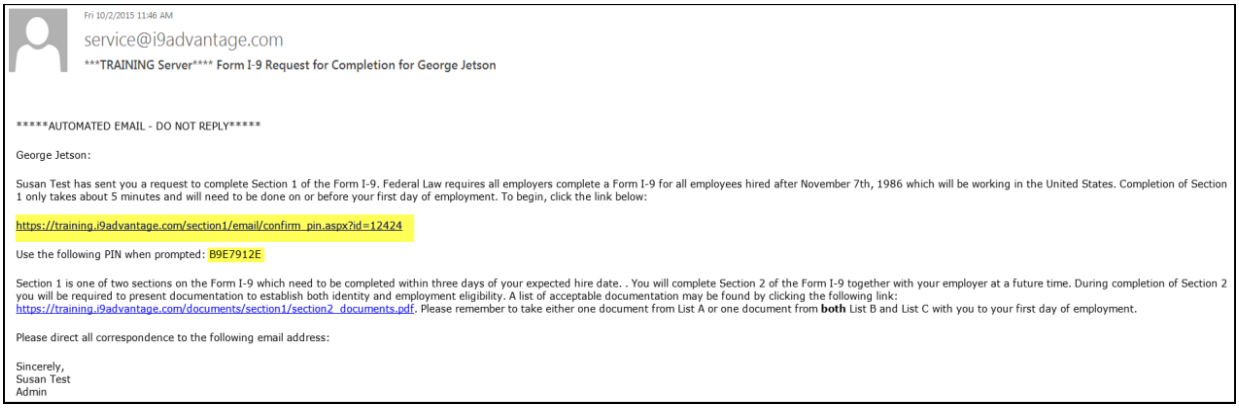
SECTION 2: New Employee

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.


Fri 10/2/2015 11:46 AM
service@i9advantage.com
TRAINING Server* Form I-9 Request for Completion for George Jetson

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

George Jetson:

Susan Test has sent you a request to complete Section 1 of the Form I-9. Federal Law requires all employers complete a Form I-9 for all employees hired after November 7th, 1986 which will be working in the United States. Completion of Section 1 only takes about 5 minutes and will need to be done on or before your first day of employment. To begin, click the link below:

https://training.i9advantage.com/section1/email/confirm_pin.aspx?id=12424

Use the following PIN when prompted: B9E7912E

Section 1 is one of two sections on the Form I-9 which need to be completed within three days of your expected hire date. . You will complete Section 2 of the Form I-9 together with your employer at a future time. During completion of Section 2 you will be required to present documentation to establish both identity and employment eligibility. A list of acceptable documentation may be found by clicking the following link:
https://training.i9advantage.com/documents/section1/section2_documents.pdf. Please remember to take either one document from List A or one document from **both** List B and List C with you to your first day of employment.

Please direct all correspondence to the following email address:

Sincerely,
Susan Test
Admin

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*****

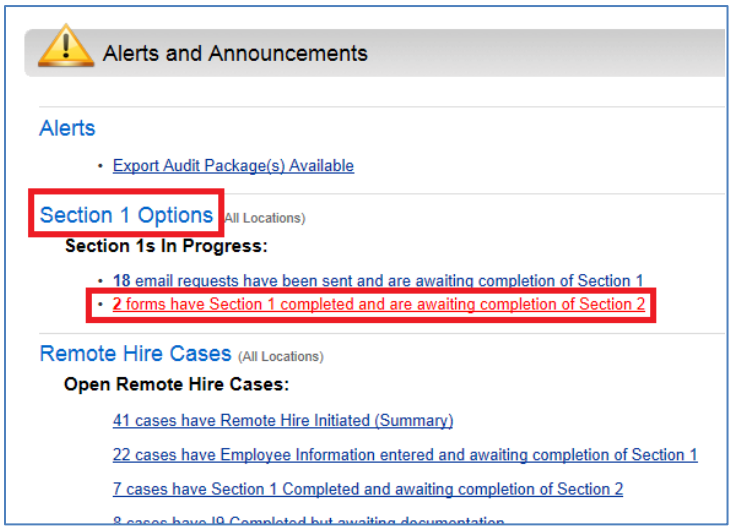
Susan Test,

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.

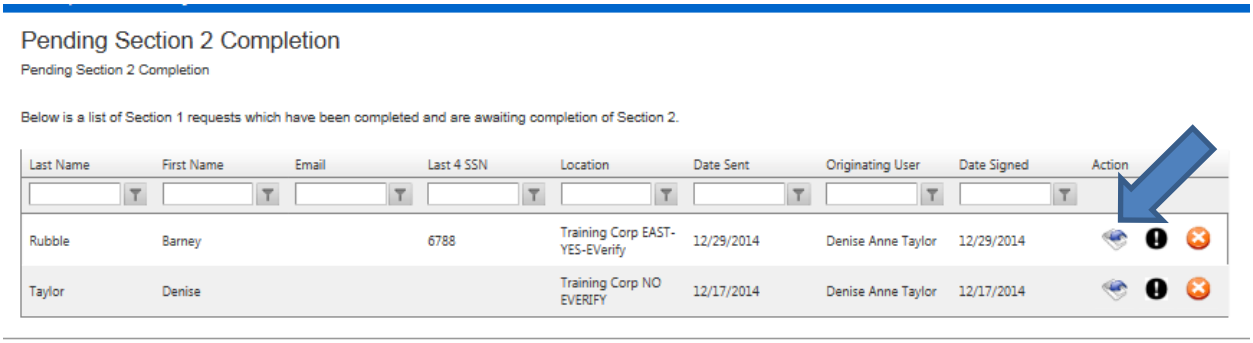
Authorized User logs into the I-9 System. Under Alerts and Announcements, in Section 1 Options, click on the red hyperlink to locate the Employee's completed Section 1.



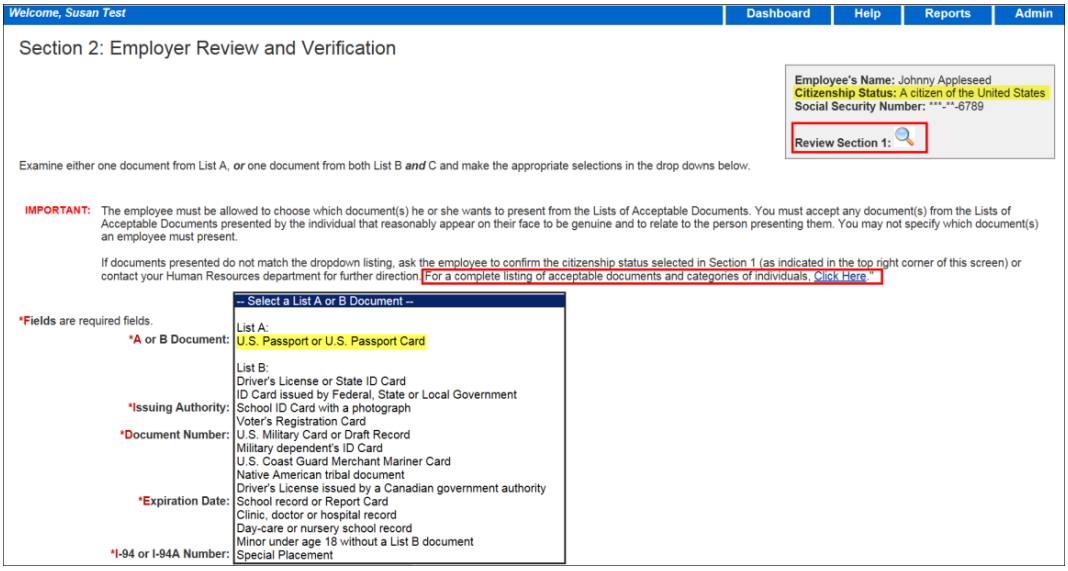
SECTION 2: New Employee

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

To complete Section 2.

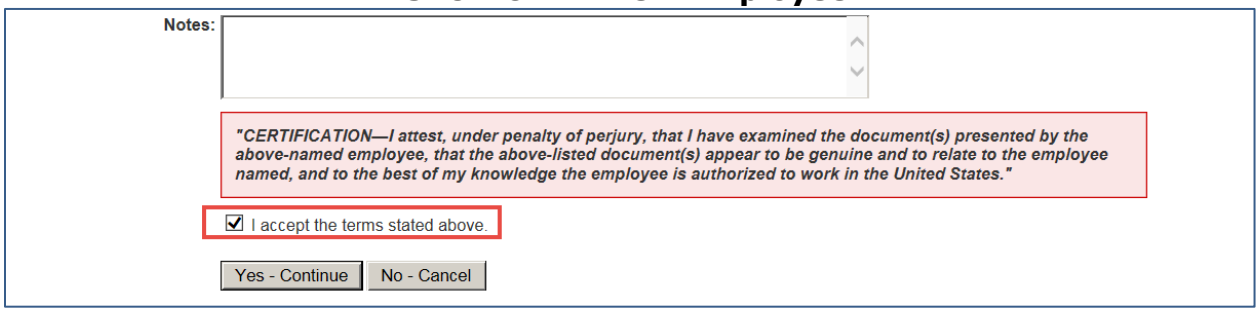


You will need to physically examine each unexpired, original document presented by the Employee to determine if it reasonably appears to be genuine and relate to the Employee. Once examined, the Administrative Assistant enters the document information into all required fields, based on document chosen. 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.

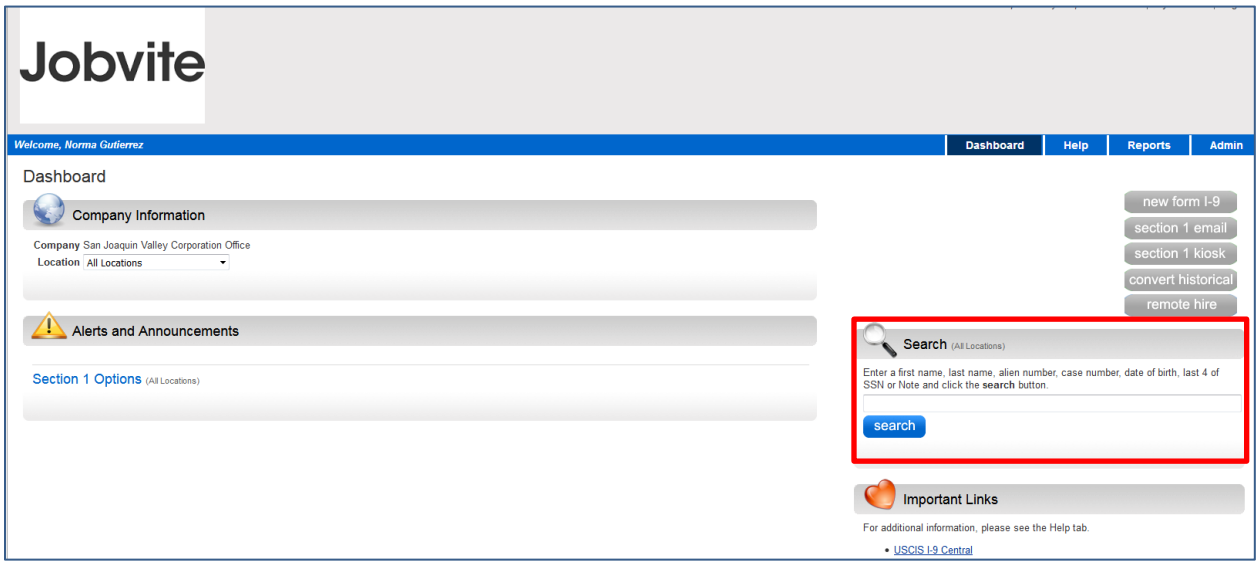


The Authorized User reviews the Certification/Attestation, checks the box to accept the terms and electronically sign. The Form I-9 is now complete.

SECTION 2: New Employee

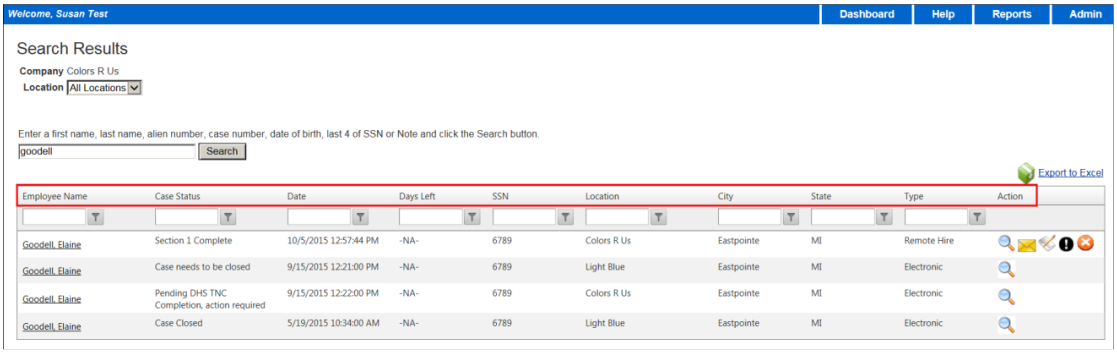


Next, you will need to eBridge Print Drive the completed I-9 form. Search the employee's name on the I-9 Advantage homepage.

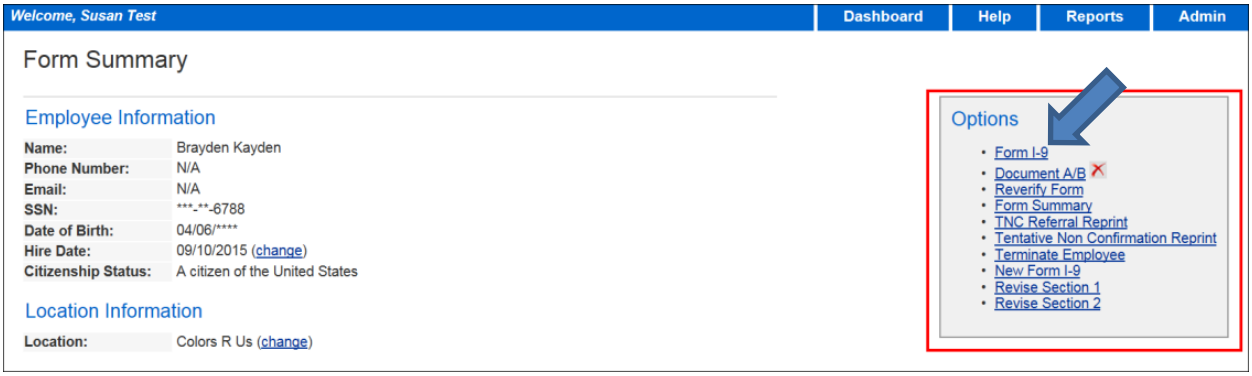


SECTION 2: New Employee

Click on the employee's name.



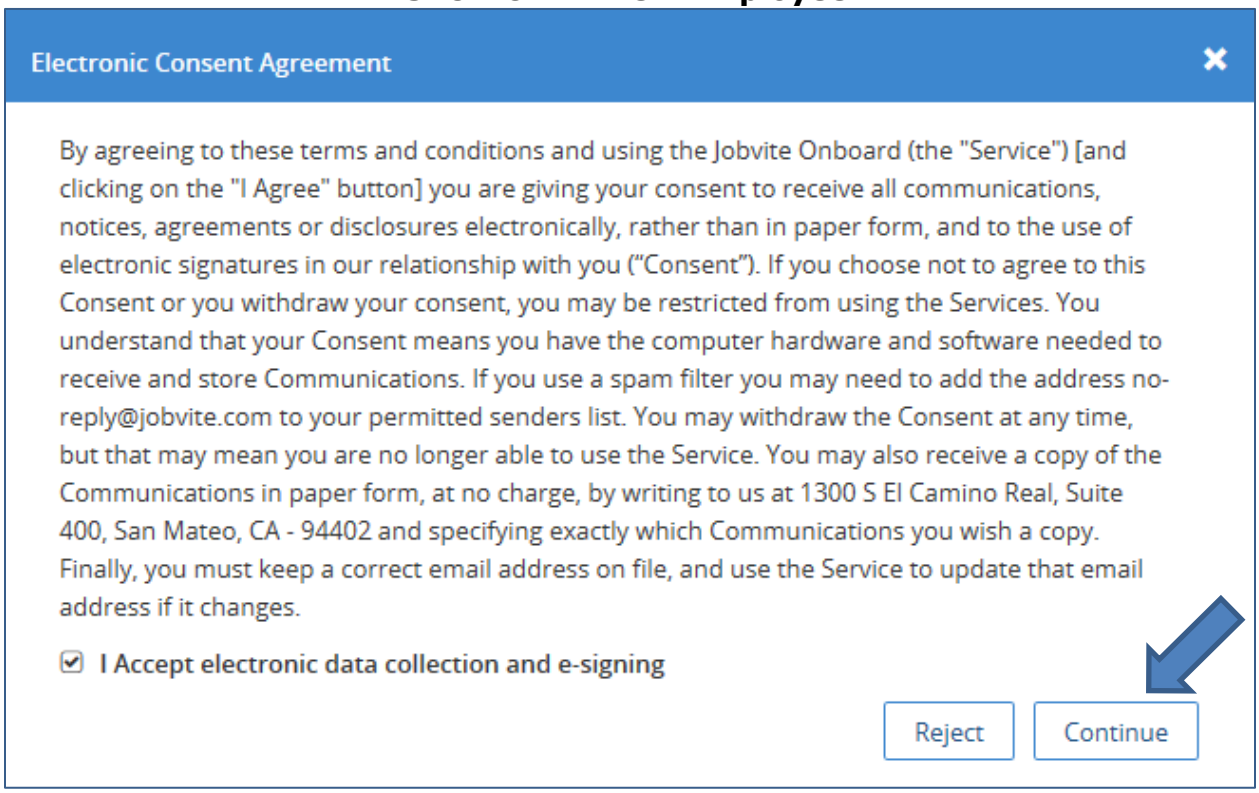
Select "Form I-9" to view and eBridge Print Drive the completed form.



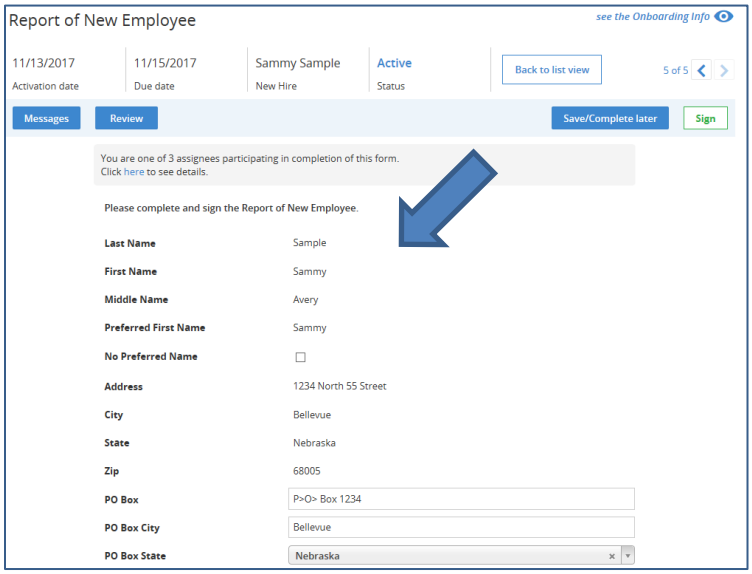
Return to Jobvite and click "Report of New Employee" from the "My Tasks" list.

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

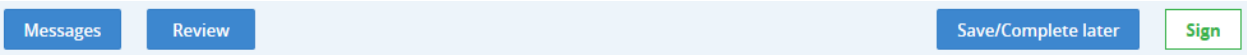


The "Report of New Employee" will come up. You will need to enter all the required data.



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"



A copy of the Report of New Employee will appear.

SJVC
A PRIVATE JUNIOR COLLEGE

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 (4026819966 SJVC E-Mail Address Sammy.Sample@sjvc.edu

Start Date 11/20/2017 Assigned Supervisor Edgar Example

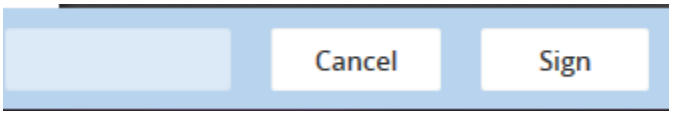
Hire Type: ○ Replacement ◉ Addition ○ New Position Supervisor Designation: ○ Yes ◉ No

☐ Rehire Previous Employment Dates Adjusted Anniversary Date

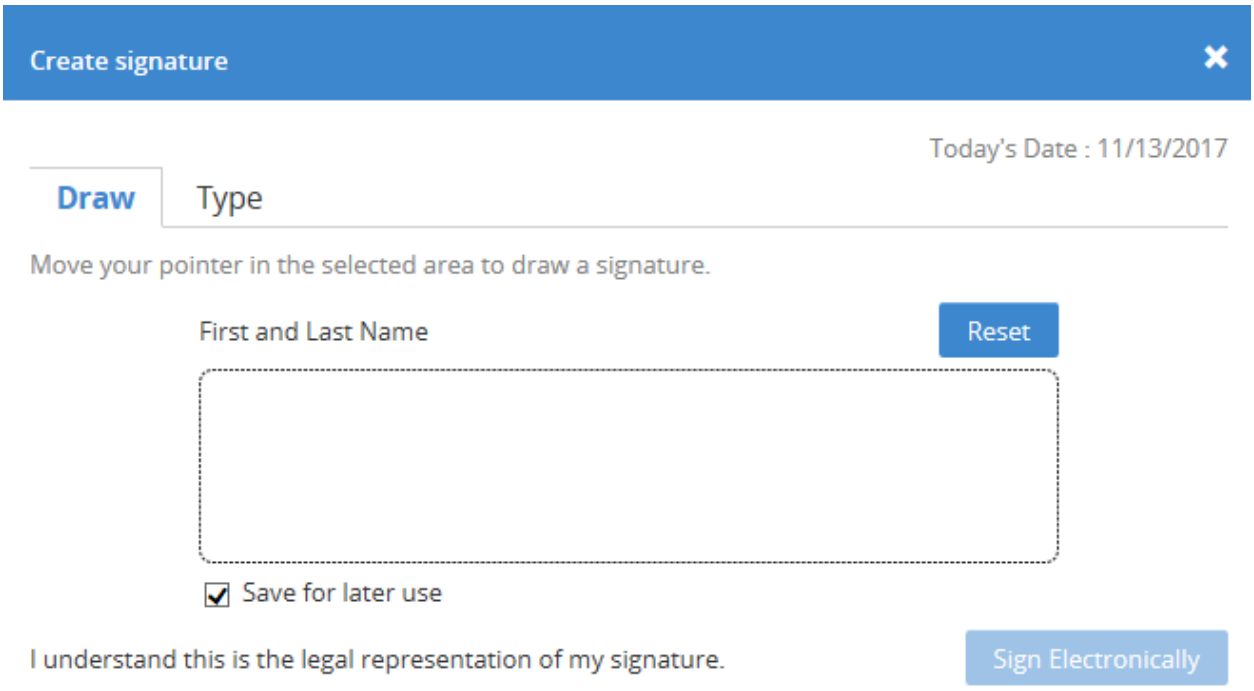
JOB TITLE	Financial Aid Officer				
STATUS Check all that applies	✓	FULL TIME	or		PART TIME
		EXEMPT	or	✓	NON-EXEMPT
		TEMPORARY	End Date of Temporary Assignment:		
SCHEDULE (Non-exempt)	MONDAY	FROM 8:00 a.m.		TO 5:00 p.m.	
	TUESDAY	FROM 8:00 a.m.		TO 5:00 p.m.	

Click "Sign"

SECTION 2: New Employee



"Create signature" box will appear.

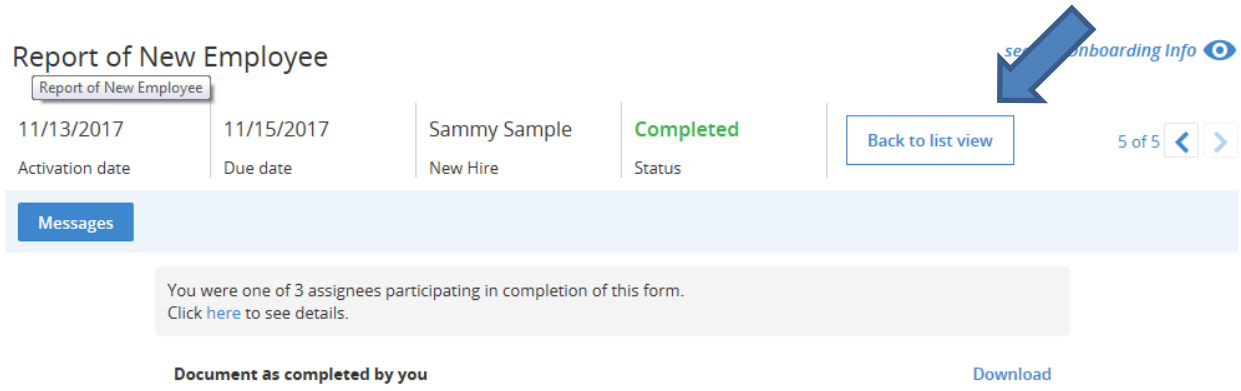


You can draw or type your signature.

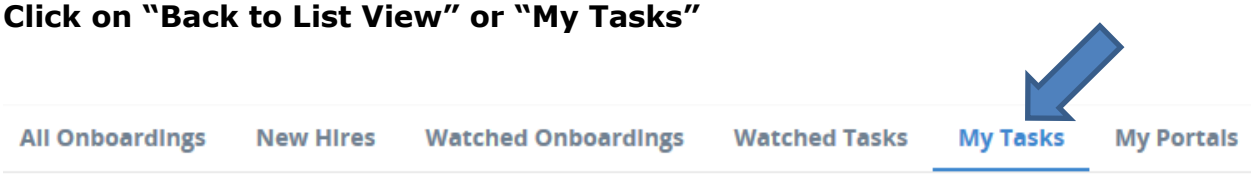
Click "Sign Electronically"

SECTION 2: New Employee

You will be taken to a message screen.



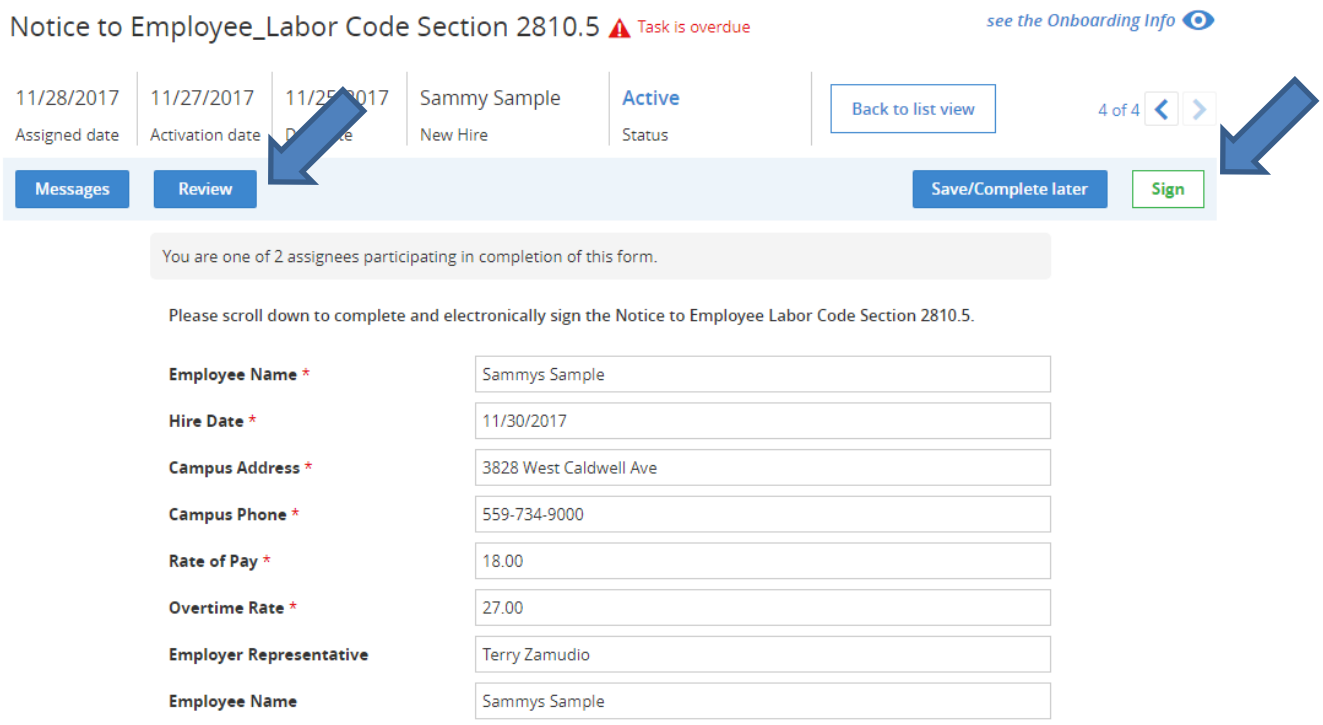
Click on "Back to List View" or "My Tasks"



Click "Notice to Employee Labor Code Section 2810.5"

SECTION 2: New Employee

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

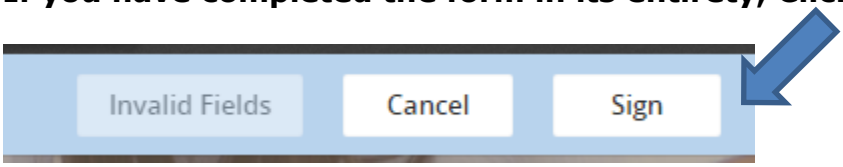
EMPLOYER

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

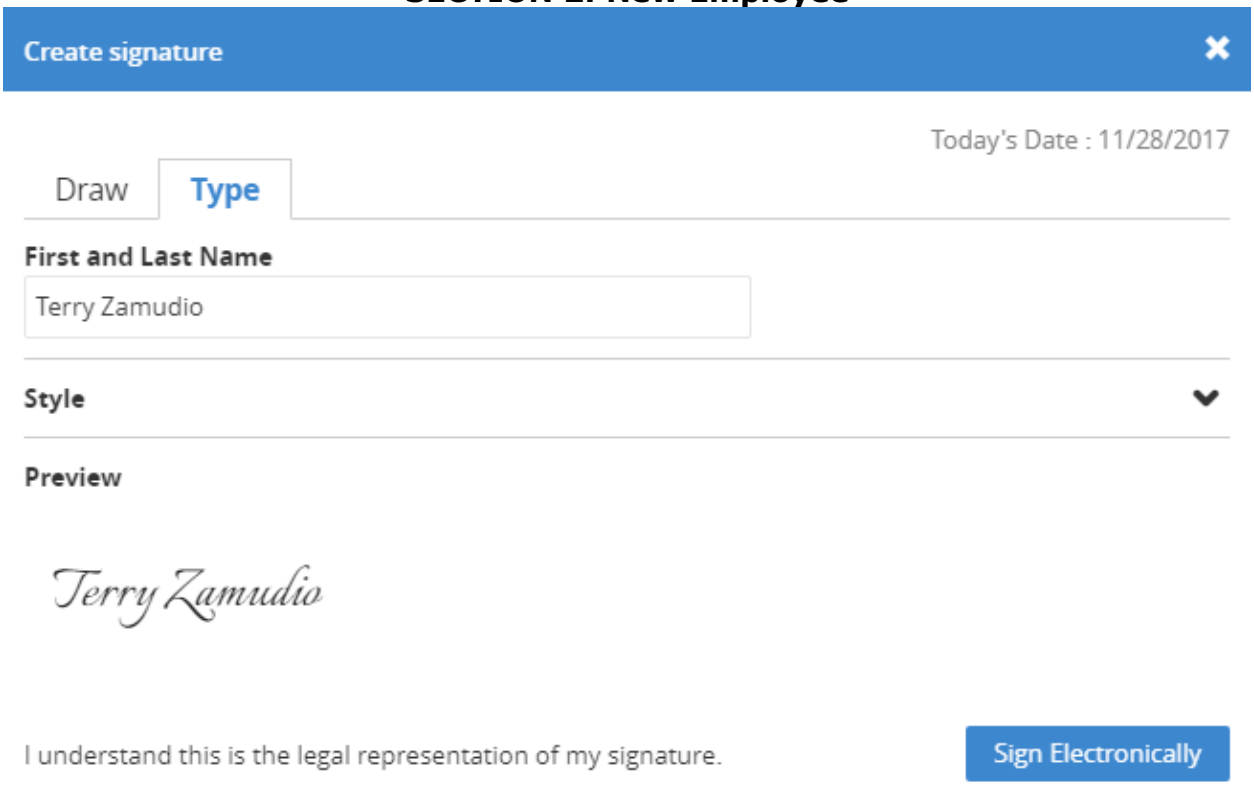
Rate(s) of Pay: 18.00
Overtime Rate(s) of Pay: 27.00
Rate by: *Hour*
Employment offer is: Oral and written offer
Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances): *N/A*
Regular Pay Day: *Thursday (bi-weekly)*

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



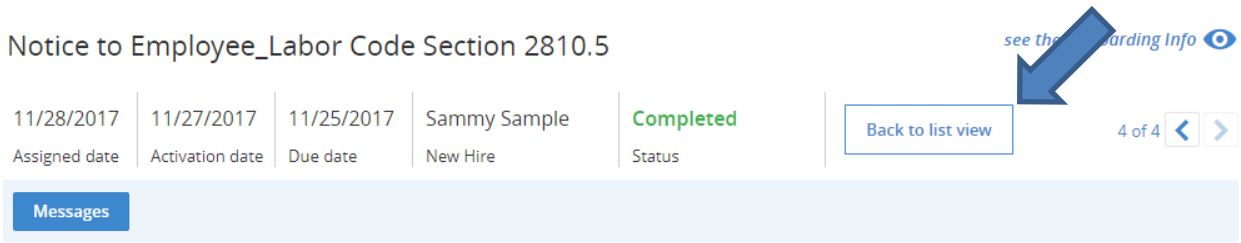
"Create signature" box will appear.

SECTION 2: New Employee



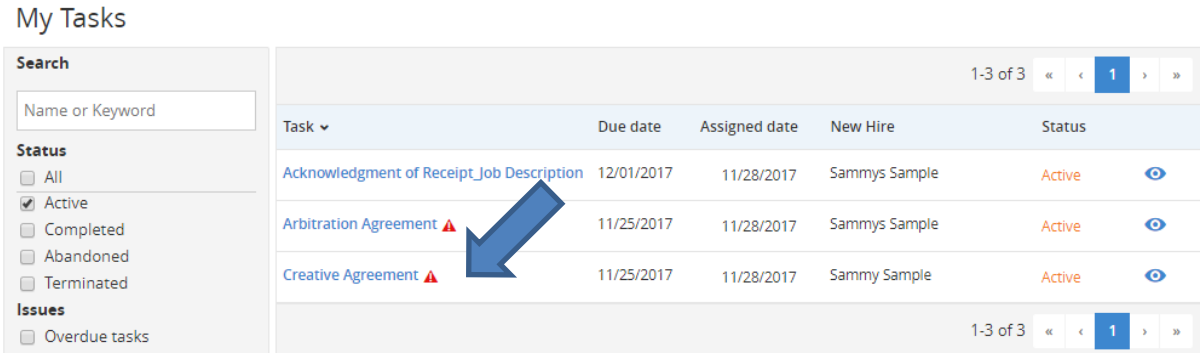
You can draw or type your signature.

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

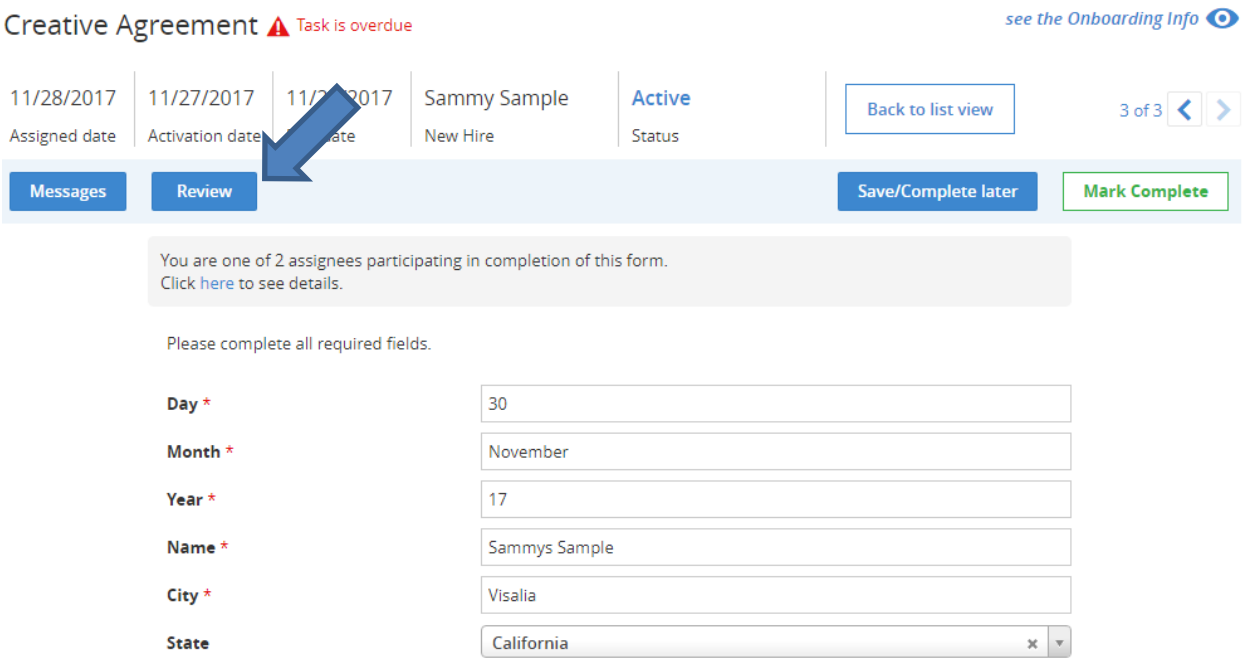


Next, click "Creative Agreement"

SECTION 2: New Employee



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

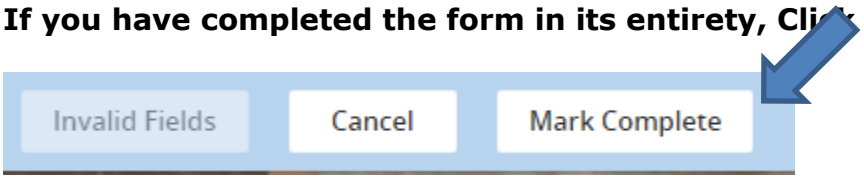


Click on "Review" to review your form prior to completing.
Note: When entering the year only enter the last two digits.

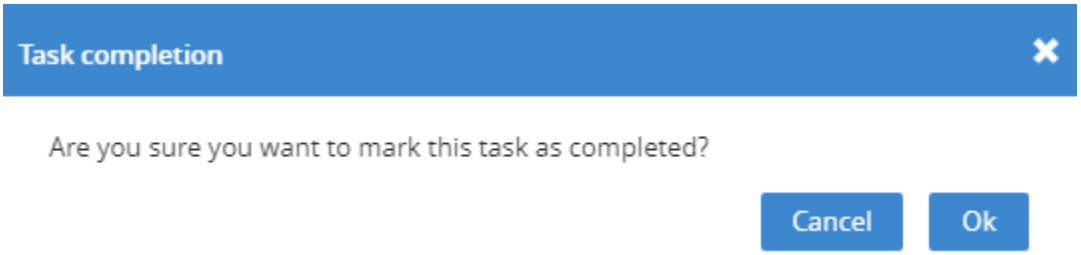
SECTION 2: New Employee
AGREEMENT

THIS AGREEMENT, made this 30 day of November, 2017 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").

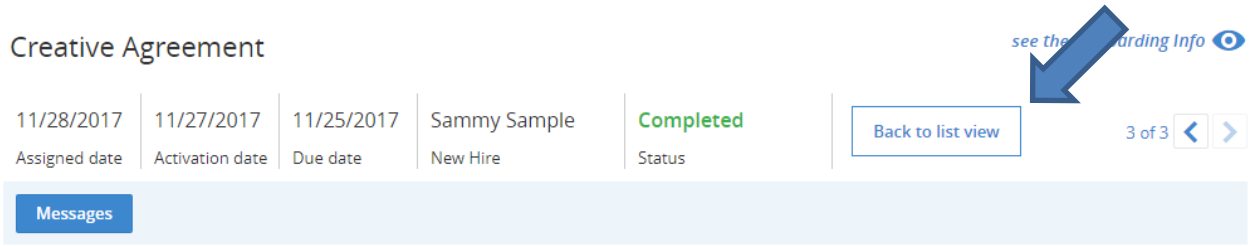
If you have completed the form in its entirety, Click "Mark Complete"



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

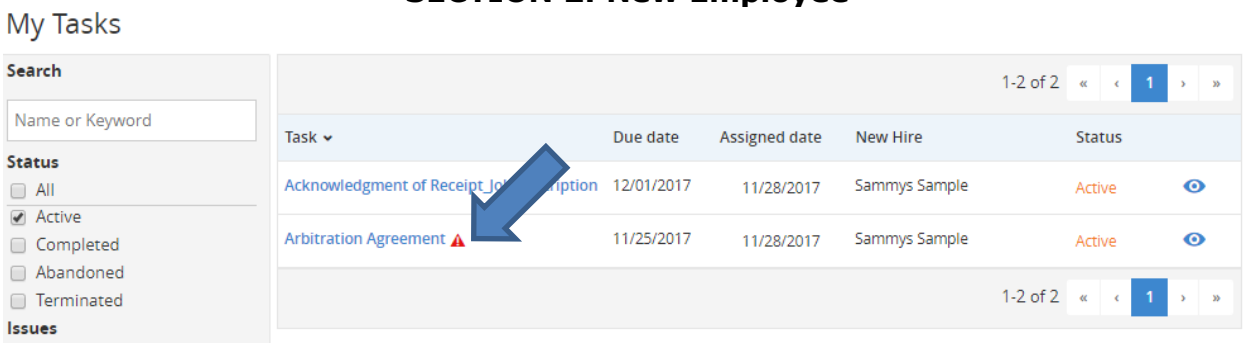


The form is now complete click on "Back to List View"

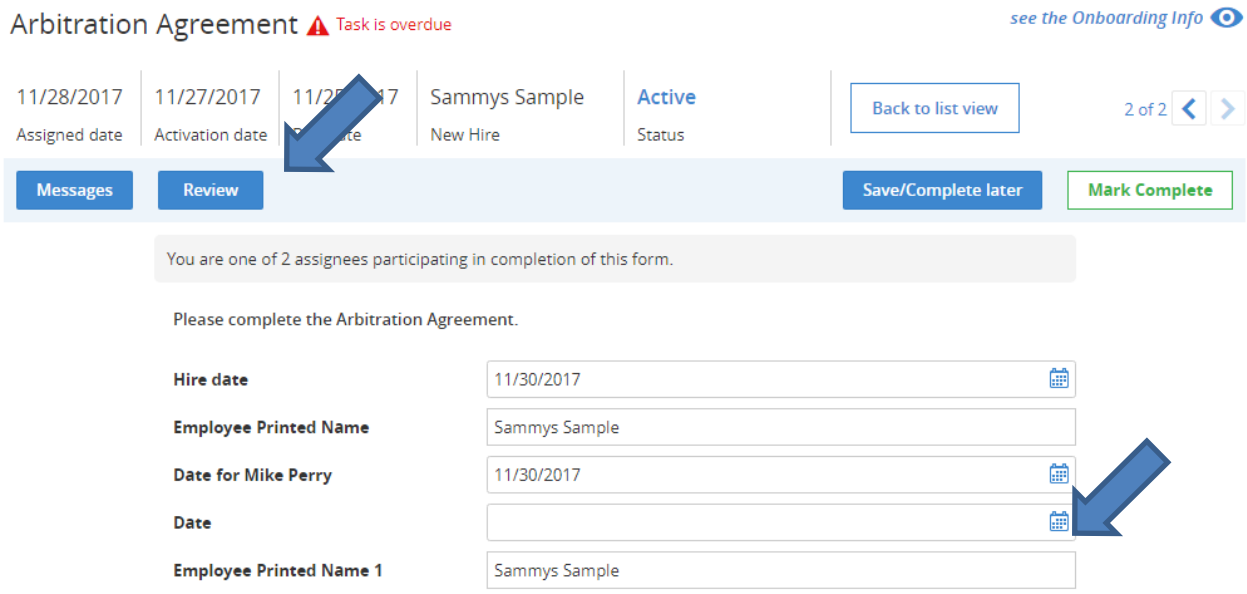


Next, click "Arbitration Agreement"

SECTION 2: New Employee



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.



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

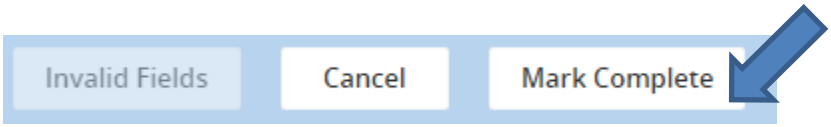
ARBITRATION AGREEMENT

ACKNOWLEDGMENT OF EMPLOYEE AGREEMENT TO BINDING ARBITRATION AND DISPUTES

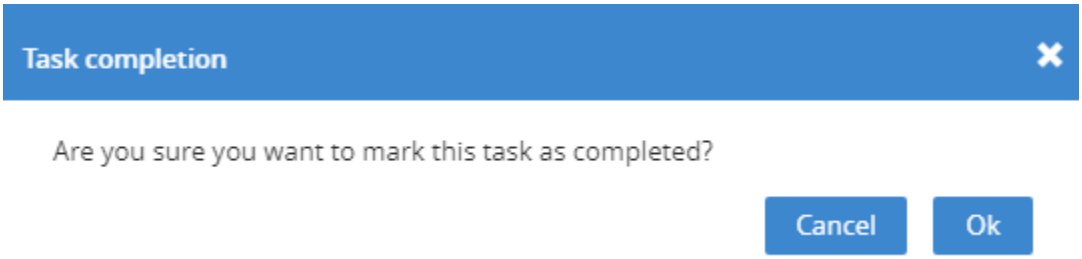
This Arbitration Agreement ("Agreement") is made as of 11/30/2017 (date) by and between Sammys Sample ("Employee") and San Joaquin Valley College ("SJVC"), including current and former agents, owners, officers, directors, or employees, (collectively referred herein as the "Parties" and either individually as the "Party").

SECTION 2: New Employee

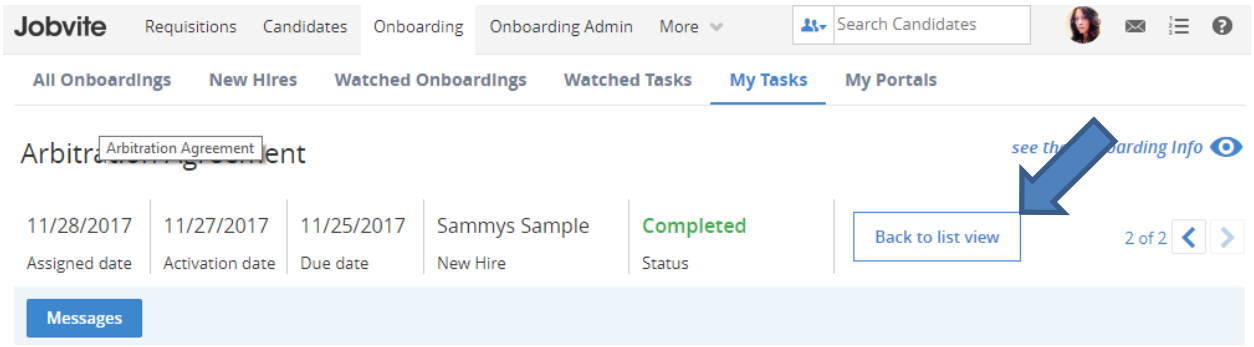
If you have completed the form in its entirety, Click "Mark Complete"



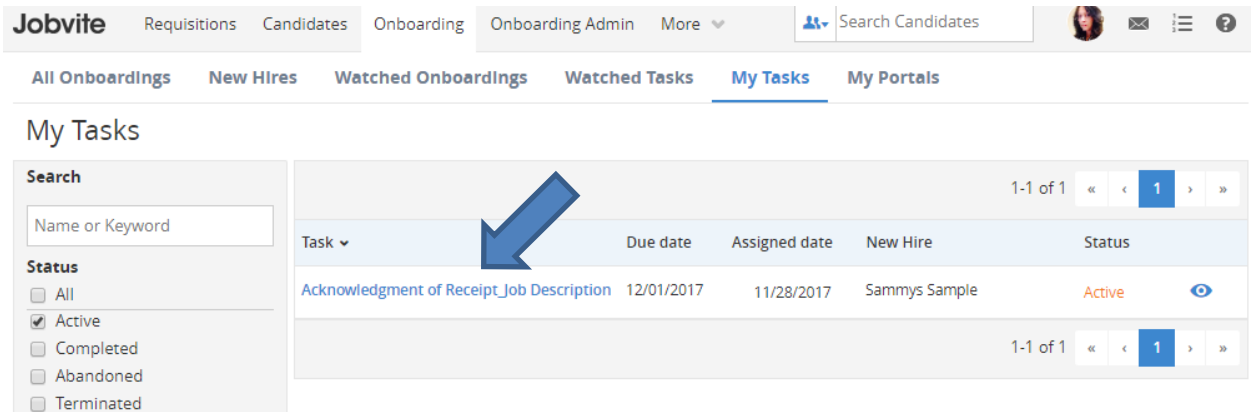
You will receive a task completion notice, Click ok if complete or cancel to revise.



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

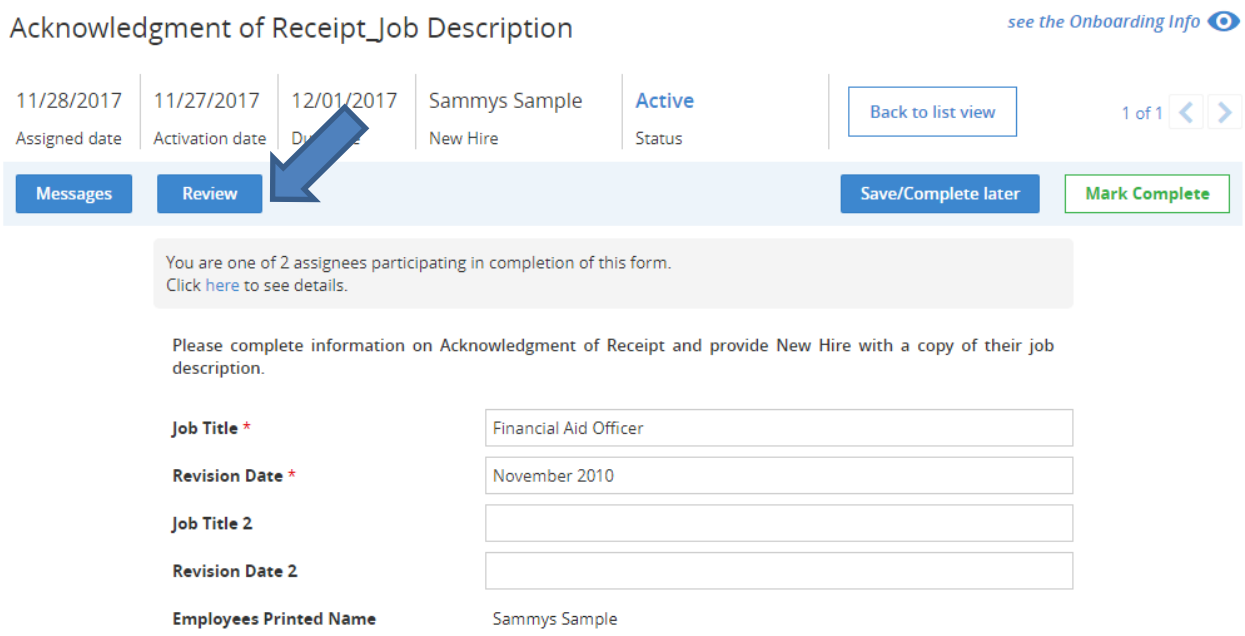


Next, click "Acknowledgement of RECEIPT_Job Description"



SECTION 2: New Employee

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.

SECTION 2: New Employee

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

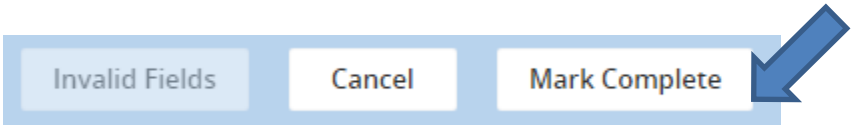
JOB TITLE: _____

REVISION DATE: _____

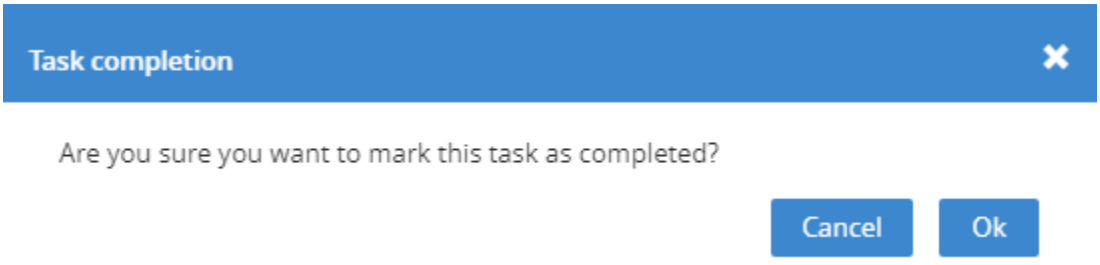
EMPLOYEE NAME: Sammys Sample

EMPLOYEE SIGNATURE: _____

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



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

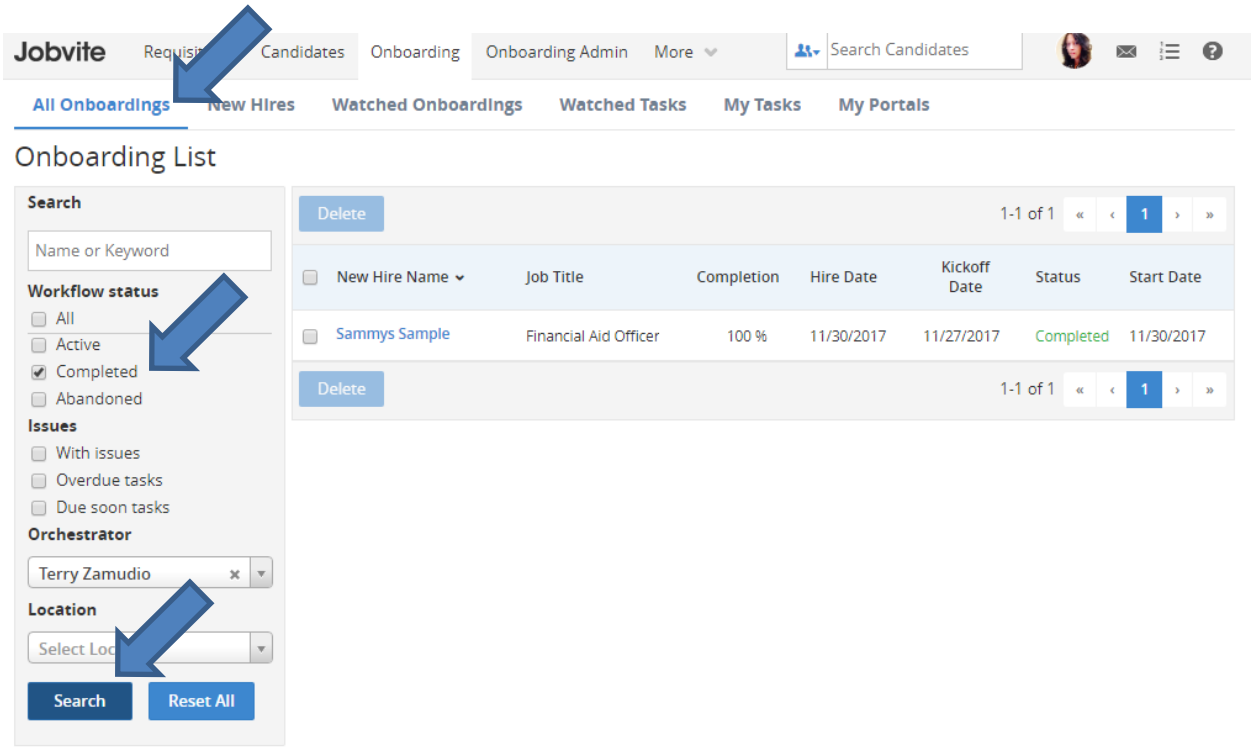


SECTION 2: New Employee

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

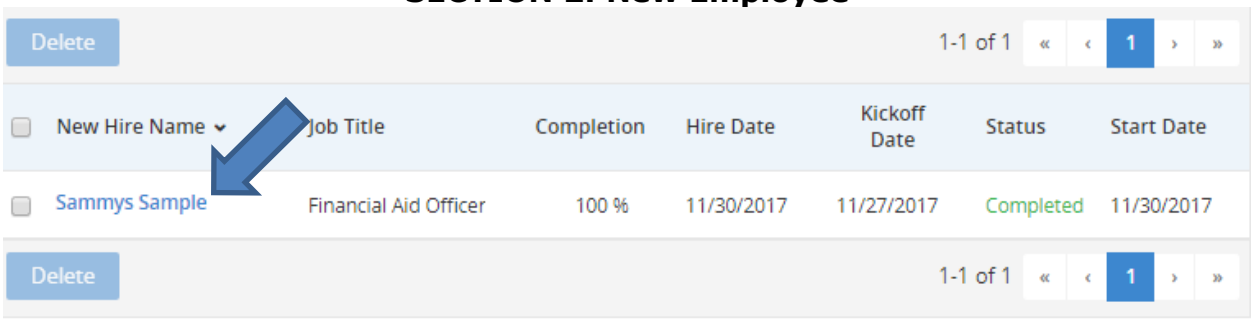
■ Scanning to New Hire paperwork to eBridge

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

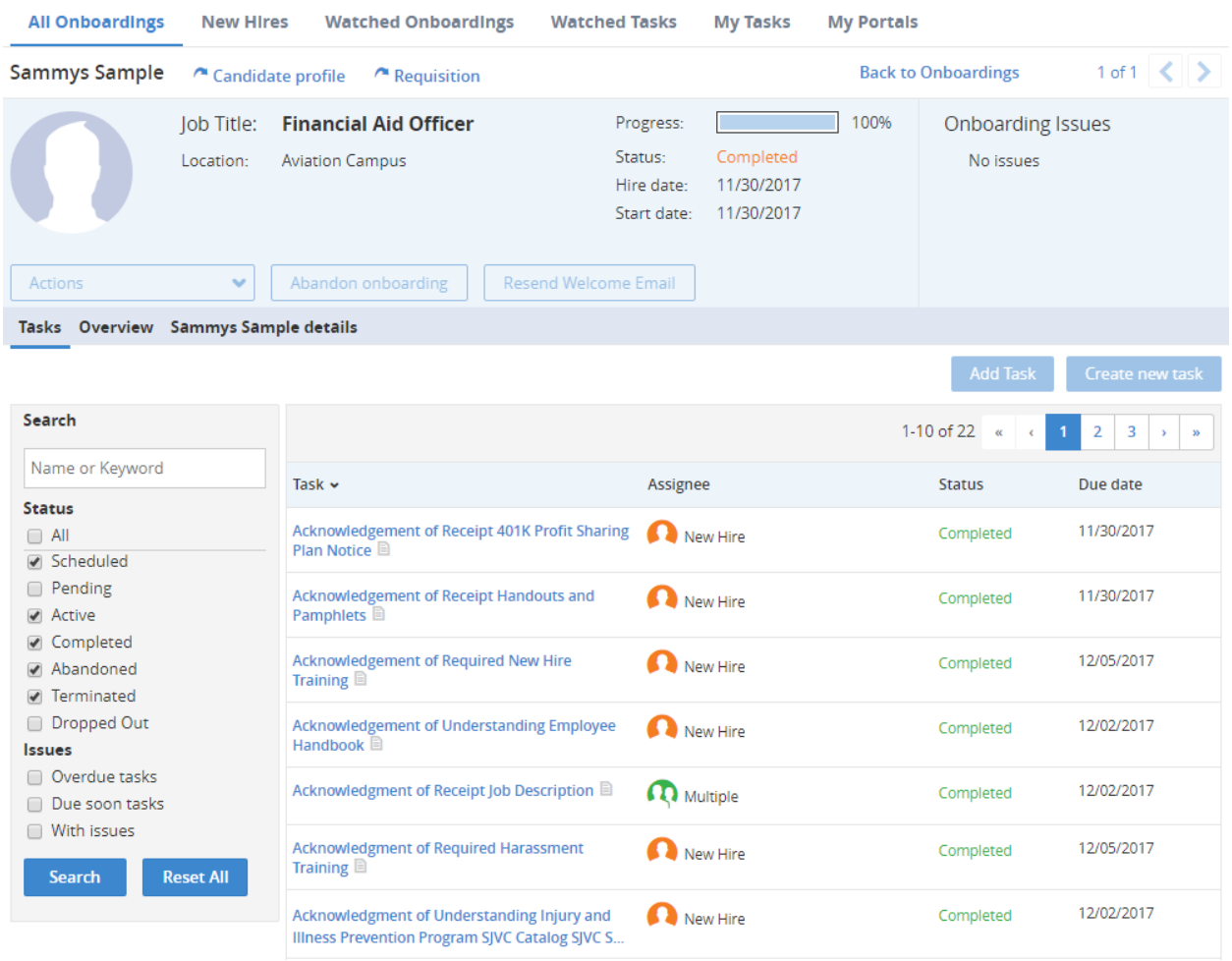


Locate and double click on your new hire's name

SECTION 2: New Employee

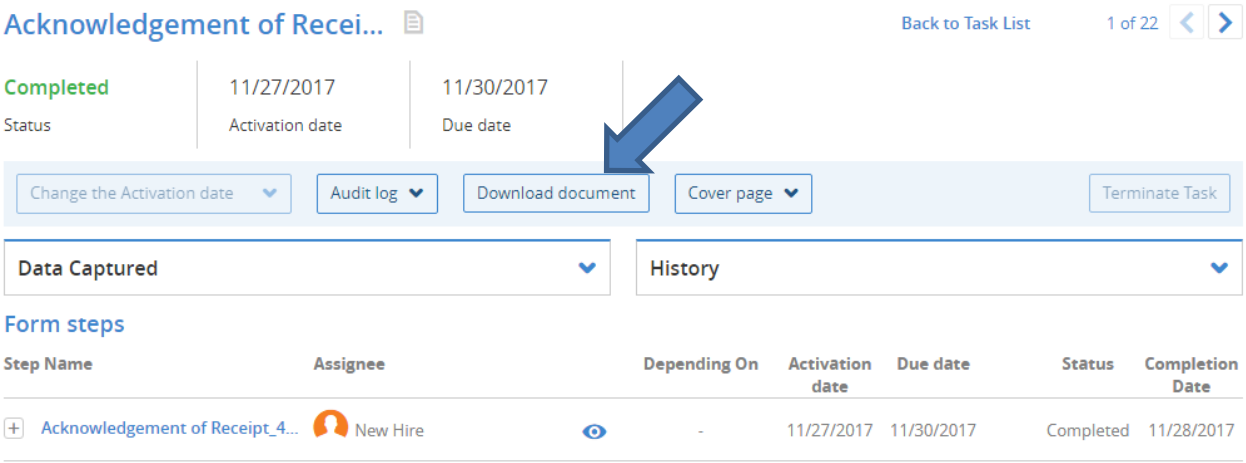


All completed tasks will be appear



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.

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

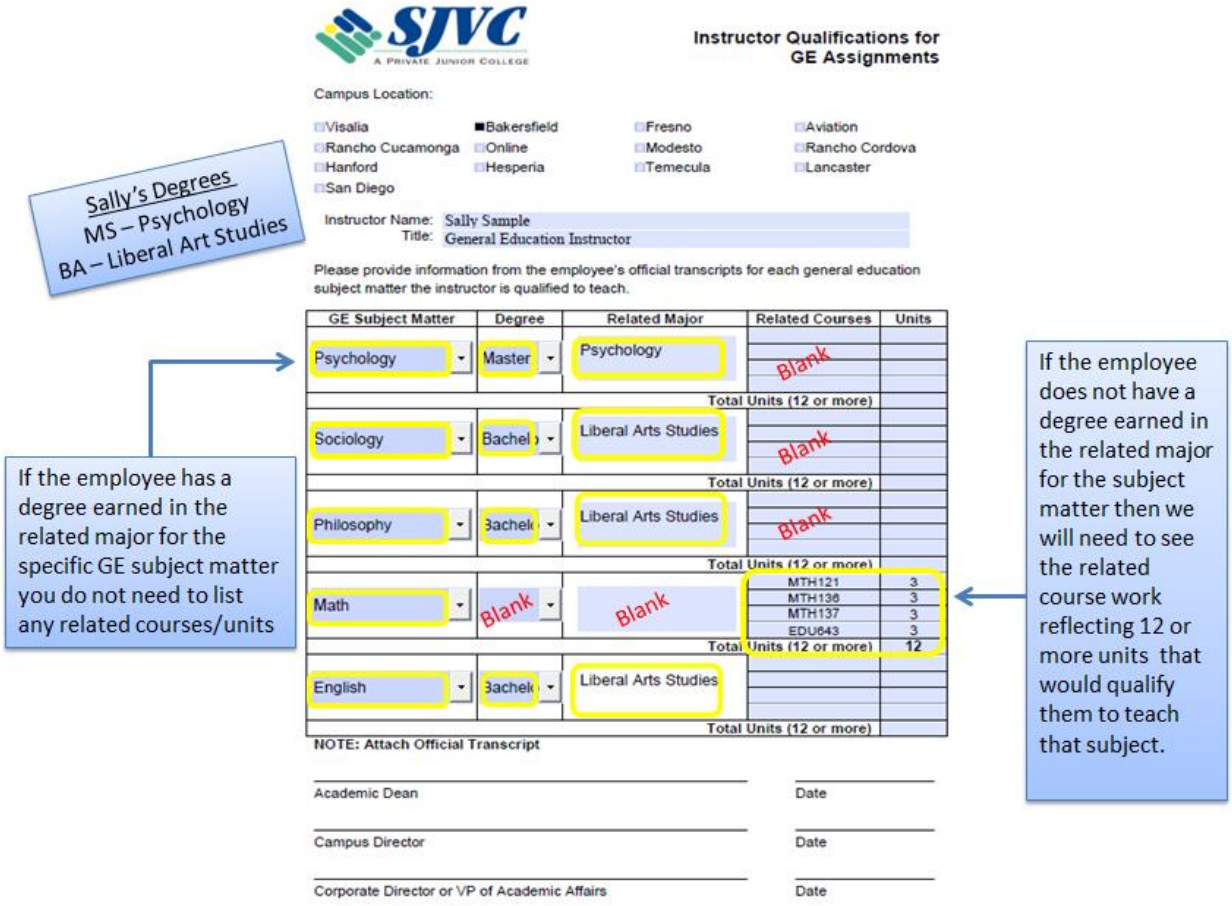
and official transcripts. See sample below of how to complete the Instructor Qualifications for GE Assignments.

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]**