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SECTION 2: New Employee

Christmas Break

Vacation Transfer

Independent Contractor Test

Payment for Services [IC]

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

<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 + Add Requisition

Requisition Posting Options

Select "Posting Type" and "Publishing Options"

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SECTION 2: New Employee

Requisition Posting Option			
Posting Type * (Who can see the requisition)	 Limited Access All Employees (Internal) Everyone (External) 	0	
Publishing Options	 Career Sites (External and Internal) Job Notifications 	0	

NOTE: Click on ? for definitions.

Requisition Details

All fields must be entered.

Select Campus or Corporate <u>Campus</u> – Use drop down to select campus <u>Department</u> – Use drop down to select department <u>Title</u> – 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) <u>Hiring Manager</u> – Use drop down to select hiring manager <u>Campus President/President</u> – Enter Campus President Name as enter in Evolution <u>Created By</u> – Defaults to who is entering the requisition <u>Request Date</u> – Use calendar to select date the posting is to be activated

ls 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		

SECTION 2: New Employee

<u>Position Schedule</u> – Use drop down to select position type (full-time, part-time, temporary full-time, temporary part-time)

<u>Openings</u> – Enter number of openings

<u>Lay Off Replacement</u> – If the position had employees recently laid off, you must consult with Legal prior to posting

Additional Comments – Posting recommendations and additional information

<u>Category</u> – Use drop down to select category that best describes position Referral Bonus – Enter 200.00

Evaluation Form – Use drop down to select evaluation form

<u>Pre-Interview Form</u> – Use drop down to select pre-interview form

Workflow - Use drop down to select "General"

<u>Recruiter</u> – Use drop down to select recruiter

<u>Agency Access</u> – Use drop drown to select external recruiting agency, if one is being used to assist in filling the position

<u>Brief Description</u> – Copy and paste the "Summary" section of the job description <u>Description</u> – Upload job description, delete all competencies and check formatting to ensure it is presentable and professional in appearance.

Financial Aid	× *
200.00 ×	
Default	×
Employment Application	× ×
General	×
Norma Gutierrez Mendoza	× v
Other Recruiters	
Select Option	
Select Option	
Formats B I = · · · · · · · · · · · · · · · · · ·	ity for federal financial / program awards and ss and eligibility for fund -years experience in bination.
131 characters Left	
131 characters Left	
131 characters Left Formats → B I E → := → ;= → ,	36
	200.00 × Default Employment Application General Norma Gutierrez Mendoza Other Recruiters Select Option Select Option Select Option Select Option Select Option Select Coption Select Option General Assist SJVC students and applicants with their eligibili aid; calculate PELL, SEOG, Stafford and other Title IN loans; certify loans; monitor student academic progrest disbursement. Requires an AA/AS degree or a min. 3 financial aid, or equivalent education/experience comits

SECTION 2: New Employee

<u>Apply Form</u> – Use drop down to select "Default" <u>Pay Range1</u> – Leave blank or enter approved pay range <u>Classification1</u> – Use drop down to select classification <u>Reason for Vacancy1</u> – Use drop down to select reason <u>Difficult to fill1</u> – 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.

D D 1		
Pay Range I		;
Classification1	Non-Exempt	¢ 1
Reason for Vacancy1	Replacement	¢ 7
Difficult to Fill1	No	¢ 7

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:	viation Campus Date Created: 10/03/2017			
The approvers need to approve the	requisition in this	order.		
Select Approvers *	elect 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.")

This message will be sent to all appr	overs.
Subject *	Job requisition approval - Financial Aid Officer 🕺
Message *	Formats • B I E • E • E •
	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

SECTION 2: New Employee

Open Requisition:

Send Message

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

Current Status	Location(s)	Posting Type	Created: 11/17/2017	+ Add Candidate
Approved	Rancho Cordova Campus	External	Updated: 11/20/2017	
ppionen	inanterio condora campao			
Open Se	loct Hiros Close Dolota	Conv		
Upen se	lett filles tiose belete	CODY		

Screening Candidates

Click "Candidates"

Jobvite Requisitions Candidates Onboarding Jobvites More ~

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.

Workflow Step	^
	Q
New	^
Screened	
Submitted to Hiring Manager	
Approved by Hiring Manager	
Rejected by Hiring Manager	
Phone Screen	
Interview	
Reference Check	-

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.

Submit Candidate to	Hiring Manager		×
You have selected Sa	amuel Sample to submit to Hiring Manager.		
То	Norma Gutierrez Mendoza	×	-
Template	Submit Candidate to Hiring Manager	×	·]
Subject	Review Samuel Sample for Financial Aid Officer		
Formats - B			
Dear Norma,			1
Please review the att	tached resume and indicate whether you would be interested in this candidate.		
https://app.jobvite.co	m/uniqueid		
Thank you.			
Debbie Huss			
·			- 7
Upload File Or d	lrop files here from your desktop to upload. Files shall not exceed 10MB.		
	Cancel Sub	mit	



SECTION 2: New Employee Hiring Manager will approve or reject candidate.

Workflow Step	^	
	Q	
New	•	
Screened		^
Submitted to Hiring Manager		
Approved by Hiring Manager		
Rejected by Hiring Manager		
Phone Screen		
Interview		
Reference Check	•	

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



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

Thursd	lay, October 12, 2017	Time Zone: Pacific Time	←	→	
10am					•
11am					
12pm					
1pm					İ.
2pm					l
3pm					l.
4pm					

SECTION 2: New Employee

Enter interviewer(s) names as follows:

• 🗲 🗲	: Time 🛗	Time Zone: Pacifi		er 12, 2017	Thursday, Octob
y Zamudio	Terry	Gutierrez Mendoza	Norma G	•	
		×	errez Mendoza	Interviews X Norma Gutierr X Terry Zamudio	10am
		End 11:00 AM cel Save	Start 10:00 AM	Date 10/12/2017	 12pm
		11:00 AM	10:00 AM	10/12/2017 🛗	12pm

Click Save, scroll down and click Next.



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

Interview Invites

То	Norma Gutierrez Mendoza, Terry Zamudio
Subject *	Phone screening scheduled for Samuel Sample, phone:
Message *	Formats • B I
	Debbie Huss
Attachments	Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB.
Forward Modified Sch	edule
Forward Schedule to	
Back to scheduler	Cancel Send

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

hone Screen Schedule Another Interview	Submit Evaluation Modify Message Print Sche	edule - View Evaluation - Invite Candidate -
Modify Schedule Cancel	Interview	
ll interviews are in time zone of l	Pacific Standard Time	
Il interviews are in time zone of I Interviewer	Pacific Standard Time Date and Time	Response
ll interviews are in time zone of i Interviewer Norma Gutierrez Mendoza	Date and Time 10/12/2017 10:00 AM - 11:00 AM	Response Interview scheduled

The email to candidate will open, click Send.

Invite candidate to Phone Screen

То	Samuel Sample	
BCC		
Subject *	Interview at San Joaquin Valley College for General Application	
Message*	Formats • B I E • E • E •	
	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"

Workflow Step	^	
	Q	
W		
reened		
bmitted to Hiring Manager		
proved by Hiring Manager		
jected by Hiring Manager		
one Screen		
erview		
ference Check	-	
k "Schedule Inter	vie	
Interview	×	

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

Thurso	lay, October 12, 2017	Time Zone: Pacific Time	←	→	
10am					•
11am					
12pm					
1pm					i
2pm					
3pm					
4pm					

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

Thursd	ay, October 12, 2017	Time Zone: Pacific Time f 😸 🔶
	•	Norma Gutierrez Mendoza Terry Zamudio
10am 11am	Interviews × Norma Gutierrez I × Terry Zamudio Date St 10/12/2017 11	Mendoza
12pm		Cancel Save

Click Save, scroll down and click Next.



SECTION 2: New Employee

The email to interviewers will open, click send.

Interview Invites

То	Norma Gutierrez Mendoza, Terry Zamudio
Subject *	Interview scheduled for Samuel Sample at [schedule-date-time]
Message *	Formats B I </td
Attachments	Upload File Or drop files here from your desktop to upload. Files shall not exceed 10MB.

Forward Modified Schedule



SECTION 2: New Employee

lext step is to Invi	te Candidate to int	erview, clic	ck Invite Candidate.
lnterview			
Schedule Another Interview	Submit Evaluation Modify Messag	ge Print Schedule	View Evaluation Invite Candidate
All interviews are in time zone of Page	erview :ific Standard Time		
Interviewer	Date and Time	Location	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 Inter	view
То	Samuel Sample
всс	
Subject*	Interview at San Joaquin Valley College for General Application
Message*	
	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 notify the Administative Assistant by scheduling the reference check for candidates selected to move on in the process, click "Reference Check"

Workflow Step	^
	Q
New	
Screened	
Submitted to Hiring Manager	
Approved by Hiring Manager	
Rejected by Hiring Manager	
Phone Screen	
Interview	
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 E • E • E •
	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"

Pending Approval	د م
	Q
Pending Approval	*
Communicate verbal offer	
Offer Generation	
Offer Sent	
Offer Accepted	
Offer Rejected	
Rejected	
Onboarding	Ŧ

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 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	â
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
Copyright 2017 Jobvite, Inc. All rights reserved	trivacy Policy Terms of Use Support Cancel Next

SECTION 2: New Employee

Exempt Example

Candidate Offer Form		
Offer Start Date	10/23/2017	
Offer End Date	(iii)	
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		
applicationId=pA4ubkwe8mode=pagi.	racy Policy Terms of Use Support	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	1.	Norma Gutierrez Mendoza		
The approvers need to approve the offer in this order		Sumer Avila	×	~
	3.*	Anthony Romo	×	•
		Nicholas Gomez	×	•
	5.*	Norma Gutierrez Mendoza	×	-

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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"

Send Message To App	provers					
Watchers	tchers Select Employee					
Subject	Offer approval - Financial Aid Officer					
Message Formats • B I E • E • &						
	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					

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	× ^
	Q
Pending Approval	*
Communicate ve offer	
Offer Generation	
Offer Sent	
Offer Accepted	- 11
Offer Rejected	
Rejected	
Onboarding	-

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

Offer Letter Generation									
Select Offer Letter Te	mplate								
FTNonExempt_Con	ditionalOfferPendingBackgroundCheck.doc	×	*	Generate					
Company Signer	Sumer Avila	×	•						
Cancel									
Copyright 2018 Jobvite,	Inc. All rights reserved Privacy Policy Terms of Use Support								

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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.



ø

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"

D	Add Note		•*	•
	То	× Terry Zamudio × Tammie Zaczek	Ĩ	^
24	Template			•
i≡ ,	remplace	Internal Note	×	-
	Subject	Note: Financial Aid Officer, SJVC-2017-10)77 - S	ia
لعرا	🕅 Add Candidate Fi	les		
	Formats - B			
	Please process bac	kground check.		
		Capeal	Sond	
		Cancel	Sena	

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 <u>HumanResources@sjvc.edu</u>

File	Messag	e Insert) 🥵 🕄	; Format Text	Review	Adobe PDF	Add Name to e	Bridge - Message (H⊺ at you want to do…	TML)	1			0	-	D X
Encryptior Off ~	Paste	↔ Cut → Copy ✓ Format Pain Clipboard	ter B	ury Gc ▼ 11 ▼ I <u>U</u> <mark>ª</mark> 2 ▼ . Ba	A A E	: - <u>}</u> -	Address Check Book Names	Attach Attach Sig File - Item -	gnature *	Assign Policy +	 Follow Up * High Importance Low Importance Tags 	Office Add-ins	Convert Attachments	 Attach Files - Request Files - Mitiate Approvation 	
ت ت Send	To Cc Bcc	Human I	Resources;												
SAMPI	Subject .E, Samr	Add Name to	o eBridge												

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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SECTION 2: New Employee

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

int	
Printer: eBridge Print Driver Properties Adv	vanced Help 🕜
Copies: 1 Print in grayscale (b	black and white)
Save ink/toner	D
Pages to Print	Comments & Forms
	Document 👻
Current page	
Pages 1	Document: 8.5 x 11.0in
	8.27 x 11.69 Inches
Page Sizing & Handling (i)	
Size Poster Multiple Booklet	POPETICIPAL (SCHERENCE) IM 4. Schere I IM 9. Schere II IM 9. Schere III IM 9. Schere III
© Fit	In more diversion of the second secon
Actual size	EDUCTION Reduct of Research Annual State (Tender) Reduct of Research Annual State (Tender) Research Annual State (Tender) Research Annual State (Tender) Research Annual State (Tender)
Shrink oversized pages	Annu chique (1994) A
○ Custom Scale: 100 %	
Choose paper source by PDF page size	VICE VENTOR Balancipus, Neural Manageri (Manageri Manageri (Manageri Manageri Manageri (Manageri Manageri Manageri Manageri Manageri Manageri Manageri Manageri (Manageri Manageri br>Manageri Manageri Man Manageri Manageri Man
Orientation	Readings on the Galactic Academic Control of the section of the se
Auto portrait/landscape	- Date Example 200 Areas (10), Vacilitation (11)
Portrait	
© Landscape	
	Page 1 of 1
Page Setup	Print Cancel

Click "Forms" to locate employment application

Resume	
Cover Letter 0	
Attachments 0	
Forms	
Ø Review	

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

Print	×
General Options	
Select Printer C-COLOR on c-prin eBridge Print Driver eFax 4.4	➡ Fax ➡ Microsoft Office Live Me ➡ Microsoft XPS Documen'
✓ III Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range	Number of copies: 1
Pages: 1 Enter either a single page number or a single page range. For example, 5-12	Collate 123 123
Pr	int Cancel Apply

Click "Workflow" to locate the conditional offer and acceptance letters Rev 09.2017

San Joaquin Valley College ADMINISTRATIVE ASSISTANT **SECTION 2: New Employee** Evaluations Messages 3 Summary Application Feed Workflow Notes 🕕 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 th	en click	"Print"	and	follow	Print	Drive
Proces	s to uploa	nd into	o person	nel file	1					
	-									

Printer: [eBridge Print Driver	 Properties Adva 	anced Help
Copies: 1	🔲 Print in grayscale (bla	lack and white)
	Save ink/toner 🕧)
Pages to Print		Comments & Forms
All		Document 🗸
Current page		
○ Pages 1 - 4		
 More Options 		Document: 8.5 x 11.0in
Page Sizing & Handling (i)		8.27 x 11.69 Inches
Size Poster M	ultiple Booklet	SJVC
○ Fit		Neveriker 00, 2017
 Actual size 		Taking Sangle 1234 (and 30 lines) Salayon Patricia (1005
Shrink oversized pages		Device learning: Comparational 1 are pleased to say that the College has whisted you as the condition had work for it the Previou Aut Office position.
○ Custom Scale: 100 %		This is to confirm the offer of Subtrate employment to common tensoritor (b), 2012 with the Average Common common of two Subgets within Schlage. With a two offering the off are transmost. This is a connected and subtrate the set hand with the COSID and the first transmost.
Choose paper source by PDF page size		have, They private have well be from tool are to both any Montes drough through the setting will be provided to the interaction and the formation to both the owned well be and the the term production and the formation of substantian and and to any setting the term before the term to an employment of the formation of substantian and the substantian execution.
		Agreement. Any concert space yet may have write 10%, it is alterative active representatives and/or is any local series and or or intering to yet an exclusion at active its any series and its activity at intering at the time in a configure with CRCs implayer compared reactions and at the same reactive reactives are not account or a configure at a
Orientation:		where it is such a gare that over such depute to the factor extent effected by the . They're source the structure of the second depute the second depute the second truct based whereas it your depute the factor and engineers to source . These second end the signs the Additional Agreement that offer all engineers the source and the second truct to sign the Additional Agreement that offer all engineers the source ends.
Auto portrait/landscape		As desceld, you will nearly the following baselits upon your employment with the charge. • Vanistary will be extend at the rate of the hause par year on the expendence of two means for the fact. Now years, 120, how, or how weaks for years with to heading.
Portrait		 Personal time will be sortial at the rate of at house per year or the equivalent of 5 days. You will necess the benefits introd below after your initial qualifying period of 60 days.
🔘 Landscape		Hard charged an Web State of the State of th
		Page 1 of 4

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".

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 Requsition.	
Notify 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"



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	x v
Job Title	Financial Aid Officer	
Hire date	11/13/2017	
Start Date	11/13/2017	
Country	United States	v
State	Nebraska	v
Zip	68005	
City	Bellevue	
Address	1234 North 55 Street	
Time Zone *	(GMT-08:00) Pacific Time (US & Canada)	~
Cell Phone	x v 402-681-9966	
Home Phone	1 × v 402-292-2345	
SSN	123-45-6789	
Work address	Aviation Campus	v
	4985 E. Anderson Avenue Fresno, California 93727 United States	

SECTION 2: New Employee



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 Te	mplate							×
Select P	rocess Temp	plate		Q Search]
Na	me 🗸		Description					
● SJV	C Onboarding		-					
					«c c	1 >	*	
Select	start da	te						
Star	rt Date:	11/13/2017						
				Cancel	Start	Onboard	ding	

"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"

All Onboardings	New Hire	es Watched Onboardings	Watched Tasks	My Tasks	My Portals		
Sammy Sample	Candidat	e profile 🥂 Requisition			Back to (Onboardings	
Actions	Job Title: Location:	Financial Aid Officer Aviation Campus Abandon onboarding Reso	Progress: Status: Hire date: Start date: end Welcome Email	Active 11/13/2017 11/20/2017	0%	Onboarding	Issues lue soon
Tasks Overview	Sammy Samı	ple details				Add Task	Create new task
Search					1-1	0 of 22 « «	1 2 3 > »
Name or Keyword		Task 🗸	Assigne	20		Status	Due date
☐ All ✓ Scheduled		Acknowledgement of Receipt 401K Sharing Plan Notice	Profit 💦 💦 N	ew Hire		Active	11/20/2017
Pending Active		Acknowledgement of Receipt Hand Pamphlets	outs and 💦 💦 N	ew Hire		Active	11/20/2017
✓ Completed ✓ Abandoned ✓ Terminated		Acknowledgement of Required New Training	v Hire 💦 N	ew Hire		Active	11/25/2017
Dropped Out		Acknowledgement of Understandin	no Employee 🛛 🔒			Activo	11/22/2017

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

My Tasks						
Search					1-5 of 5 «	< 1 > »
Name or Keyword						
Status	Task 🗸	Due date	Assigned date	New Hire	Statu	IS
	Acknowledgment of Receipt_Job Description	11/21/2017	11/13/2017	Sammy Sample	Active	• •
✓ Active						
Completed	Arbitration Agreement	11/15/2017	11/13/2017	Sammy Sample	Active	• •
Abandoned						
Terminated	Creative Agreement	11/15/2017	11/13/2017	Sammy Sample	Active	• •
Issues						
Overdue tasks	Notice to Employee_Labor Code Section	11/15/2017	11/13/2017	Sammy Sample	Active	• •
Due soon tasks	2810.5					
With issues	Report of New Employee	11/15/2017	11/13/2017	Sammy Sample	Active	• •
Туре				5 1		Ŭ
✓ All					1.5 of 5 "	<u> </u>
Standard Task					» 210-2-1	· · · · · ·

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 addre	ss, along with your password and c	lick the login button.
*Username:		1
*Password:		
	Forgot Your Password?	'
	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.

Welcome, Susan Test	Dashboard	Help	Reports	Admin
Dashboard				
Company Information			new for section 1	m I-9 email
Company All Locations Location Colors R Us			section 1	kiosk
Light Blue One Time Pink			convert hi	storical
Alerts and Announcements	0		remote	nire

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

Welcome, Susan Test		Dashboard	Help	Reports	Admin
Section 1: Email Emp	loyee				
Complete the form below and click th employee with a link to complete Sec	e Next button. An email will be sent to the tion 1.				
Employee SSN:	left blank, SSN Dup check will not be performed.)				
*First Name: M	ary				
*Last Name: P	oppins				
*Email: m	poppins@someemail.com				
Expected Start Date:	M/DD/YYYY)				
3	Send Email				

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

Welcome, Susan Test	Dashboard	Help	Reports	Admin
Section 1: Email Employee				
Complete the form below and click the Next button. An email will be sent to the employee with a link to complete Section 1.				
Employee SSN: (If left blank, SSN Dup check will not be performed.)				
*First Name:				
*Last Name:				
*Email:				
Expected Start Date: (MM/DD/YYYY)				
Send Email				
Email successfully sent. Enter another employee to email, or c	ick the Dashboard tab	at the top to re	turn to the Dashbo	bard.

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.

Alerts and Announcements
Section 1 Options (All Locations) Section 1s In Progress:
 2 email requests have been sent and are awaiting completion of Section 1 8 forms have 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 1	10/2/2015 11%6 AM
se	ervice@i9advantage.com
	*TRAINING Server**** Form I-9 Request for Completion for George Jetson
****AUTOMATE	ED EMAIL - DO NOT REPLY****
George Jetson:	
Susan Test has s 1 only takes abou	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 ut 5 minutes and will need to be done on or before your first day of employment. To begin, click the link below:
https://training.i	99advantage.com/section1/email/confirm_pin.aspx?id=12424
Use the following	g PIN when prompted: B9E7912E
Section 1 is one of you will be requir https://training.it	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 red to present documentation to establish both identity and employment to take either one document from list A or one document from both. Its D and List C with you to your first day of employment.
Please direct all o	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						
*****AUTO	1ATED EMAIL - DO NOT REPLY****						
Susan Test,							
The section 1 of the Form I-9 you created for new employee \"Mary Poppins\" has been completed.							
*****AUTO	1ATED 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 a	nd Announcements
Alerts	
Export A	idit Package(s) Available
Section 1 Opti	ONS All Locations)
Section 1s In	Progress:
 18 email 2 forms h 	requests have been sent and are awaiting completion of Section 1 ave 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 h	ave Section 1 Completed and awaiting completion of Section 2
8 cases k	ave IQ Completed but avaiting documentation

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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	ection 2 Co	mpletion											
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 Solv		Location	Date Sent		Originating User	Date signed		Action	
	r	T	Ť		Ť	T		T	T		T		
Rubble	Barney			6788		Training Corp EAST- YES-EVerify	12/29/2014		Denise Anne Taylor	12/29/2014		۲) 😮
Taylor	Denise					Training Corp NO EVERIFY	12/17/2014		Denise Anne Taylor	12/17/2014		۲	9 😮

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

Notes:	\sim
	"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."
E	☑ 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.

Jobvite						
Welcome, Norma Gutierrez		Dashbe	oard	Help	Reports	Admin
Dashboard					new fo	orm I-9
Company San Joaquin Valley Corporation Office Location All Locations					section convert l	1 kiosk historical
Alerts and Announcements	<i>ک</i> و	Search (All Locations)			
Section 1 Options (Allocations)	SSN or No	st name, last name, a ote and click the sear	rch butto	nber, case nu on.	mber, date of birth,	last 4 of
	For additio	mportant Links	se see ti	ne Help tab.		
	• <u>US</u>	CIS I-9 Central				

SECTION 2: New Employee

Click on the employee's name.

lcome, Susan Test								Dashboard	Help	Reports	Adm
Search Results											
Company Colors P Lis											
ocation All Locations											
	_										
nter a first name, last na	me, alien number, case number, da	ate of birth, last 4 of SSN o	or Note and cli	ick the Search button.							
oodell	Search										
joodell	Search									i 🥡	Export to Ex
goodell Imployee Name	Case Status	Date	Days Left	SSN	Location	City	St	ate	Туре	Action	Export to Ex-
mployee Name	Case Status	Date	Days Left	SSN	Location	City	St	ate	Туре	Action	Export to Ex
mployee Name T Scodell Elaine	Case Status T Section 1 Complete	Date	Days Left -NA-	SSN 7 6789	Location T Colors R Us	City T Eastpo	St T inte M	ate	Type Remote Hire	Action	Export to Ex
Employee Name T GoodelL Elaine GoodelL Elaine	Case Status Case Status Section 1 Complete Case needs to be closed	Date T 10/5/2015 12:57:44 PM 9/15/2015 12:21:00 PM	Days Left -NA- -NA-	SSN 7 6789 6789	Location T Colors R Us Light Blue	City T Eastpo Eastpo	St T Inte M inte M	ate T	Type Remote Hire Electronic	Action	Export to Ex
imployee Name T Scodell, Elaine Scodell, Elaine Scodell, Elaine	Search Case Status Case Status Section 1 Complete Case needs to be closed Pending DHS TNC Completion, action required	Date 10/5/2015 12:57:44 PM 9/15/2015 12:21:00 PM 9/15/2015 12:22:00 PM	Days Left -NA- -NA- -NA-	SSN T 6789 6789 6789	Location T Colors R Us Light Blue Colors R Us	City T Eastpo Eastpo Eastpo	St T Inte M Inte M Inte M	ate T	Type Remote Hire Electronic Electronic	Action Action Q Q Q	Export to Ex

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

Welcome, Susan Test		Dashboard	Help	Reports	Admin
Form Summa	ry				
Employee Inform	nation		Options		
Name:	Brayden Kayden		• Form	-9	
Phone Number:	N/A		Docun	nent A/B 🗡	
Email:	N/A		Rever	ify Form	
SSN:	***-**-6788		Form	Summary	
Date of Birth:	04/06/****		• INC F	<u>Reterral Reprint</u>	on Penrint
Hire Date:	09/10/2015 (change)		Termin	nate Employee	on Reprint
Citizenship Status:	A citizen of the United States		New F	orm I-9	
Location Informa	ation		Revise Revise	e Section 1 e Section 2	
Location:	Colors R Us (change)				

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

Electronic Consent Agreement

By agreeing to these terms and conditions and using the Jobvite Onboard (the "Service") [and clicking on the "I Agree" button] you are giving your consent to receive all communications, notices, agreements or disclosures electronically, rather than in paper form, and to the use of electronic signatures in our relationship with you ("Consent"). If you choose not to agree to this Consent or you withdraw your consent, you may be restricted from using the Services. You understand that your Consent means you have the computer hardware and software needed to receive and store Communications. If you use a spam filter you may need to add the address noreply@jobvite.com to your permitted senders list. You may withdraw the Consent at any time, but that may mean you are no longer able to use the Service. You may also receive a copy of the Communications in paper form, at no charge, by writing to us at 1300 S El Camino Real, Suite 400, San Mateo, CA - 94402 and specifying exactly which Communications you wish a copy. Finally, you must keep a correct email address on file, and use the Service to update that email address if it changes.

I Accept electronic data collection and e-signing

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

Reject

Continue

Development	Laure Encoder and			5001	the Onboarding Info
Report of N	iew Employee			5001	ine onizourung ingo
11/13/2017 Activation date	11/15/2017 Due date	Sammy Sample New Hire	Active Status	Back to list view	5 of 5 < >
Messages	Review			Save/Comp	lete later Sign
	You are one of 3 assignees partie Click here to see details.	cipating in completion of th	is form.		
	Please complete and sign the F	Report of New Employee.			
	Last Name	Sample			
	First Name	Sammy			
	Middle Name	Avery			
	Preferred First Name	Sammy			
	No Preferred Name				
	Address	1234 North 55 S	treet		
	City	Bellevue			
	State	Nebraska			
	Zip	68005			
	PO Box	P>O> Box 1234			
	PO Box City	Bellevue			
	PO Box State	Nebraska		×	v

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San Joaquin Valley College

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×

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"

essages	Review	Save/Complete later	s

A copy of the Report of New Employee will appear.

		3	\$-S	Л	VC				
			A PRIVAT	E JUNI	DR COLLEGE				
REPORT OF NEW EMPLOYEE or RE-HIRE									
NOTE: Name must	be en	tered as it is on the soci	al security car	rd					
Last Name	.e		Firs	t Name	Sammy	MAvery			
Preferred Name _Sa	ammy	,	N/	A (Plea	se check if no preferred name)			
Physical Address 12 REQUIRED	234	North 55 Stree	t		City <u>Bellevue</u>	State Nebraska Zip 68005			
P.O. Box P>O> _ E	Box	1234			City_Bellevue	State Nebraska_Zip			
Phone (1 4022 <u>92</u>	2234	5	Soci	al Seci	urity # <u>1234567</u> 89	Initial			
Cell (40268)19	966		SJV	C E-Ma	il Address <u>Sammy</u> .Sam	ple@sjvc.edu			
Start Date 11/20,	/201	7	Assigned Sup	erviso	.Edgar Example				
Hire Type: 🛛 🛱 Rep	lacem	ent 💿 Addition	🗇 New Po	osition	Supervisor Designat	tion: 🗇 Yes 💿 No			
🗖 Rehire Previous	s Empl	oyment Dates			Adjusted Anniver	sary Date			
JOB TITLE	Fin	ancial Aid Off	icer						
STATUS Check all that applies	~	FULL TIME	or		PART TIME				

STATUS V FULL TIME or PART TIME	
Chook all that applies	
Check all that applies EXEMPT or V NON-EXEMPT	
TEMPORARY End Date of Temporary Assignment:	
SCHEDULE MONDAY FROM _{8:00 a.m.} TO 5:00 p.m.	
(Non-exempt) TUESDAY FROM _{8:00 a.m.} TO 5:00 p.m.	

Click "Sign"

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SECTION 2: New Employee

Cancel	Sign

"Create signature" box will appear.

Create signature						
	1	Today's Date : 11/13/2017				
Draw	Туре					
Move your	pointer in the selected area to draw a signature.					
	First and Last Name	Reset				
	☑ Save for later use					
l understar	nd this is the legal representation of my signature.	Sign Electronically				
You can d	Iraw or type your signature.					

Click "Sign Electronically"

SECTION 2: New Employee

Create sign	ature				×
				Today's D)ate : 11/13/2017
Draw	Туре				
First and La	ast Name				
Tammie Za	aczek				
Style					~
Preview					
Tamm	vie Zaczęk				
lunderstan	d this is the legal re	presentation of my	signature.	Sigr	Electronically
You will b Report of Ne	e taken to a r	nessage scree	en.	58	onboarding Info 🧿
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 Click here to see details.	participating in completion o	f this form.		
	Document as completed b	y you		Downloa	ad
Click on "I	Back to List V	iew" or "My T	asks"		
All Onboardi	ngs New Hires	Watched Onboa	ardings Wate	ched Tasks My Tas	ks My Portals
Click "Not	ice to Employ	vee Labor Cod	e Section 2	810.5″	
Rev 09.201	.7				

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.

Notice to I	Employee_Labor Code	Section 2810.5	🛕 Task is overdue	see the	Onboarding Info 🧿
11/28/2017 Assigned date	11/27/2017 11/25 017 Activation date	Sammy Sample New Hire	Active Status	Back to list view	4 of 4 < >
Messages	Review			Save/Complete	later Sign
	You are one of 2 assignees partic	ipating in completion of th	is form.		
	Please scroll down to complete				
	Employee Name *	Sammys Sample	2		
	Hire Date *	11/30/2017]
	Campus Address *	3828 West Caldv	vell Ave]
	Campus Phone *	559-734-9000			
	Rate of Pay *	18.00]
	Overtime Rate *	27.00]
	Employer Representative	Terry Zamudio]
	Employee Name	Sammys Sample	2		

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"

_	-			
Invalid F	Fields	Cancel	Sign	

"Create signature" box will appear.

SECTION 2: New Employee

Create signature	×
Draw Type	Today's Date : 11/28/2017
First and Last Name	
Terry Zamudio	
Style	~
Preview	
Terry Zamudio	
l 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 L	.ist View"
Notice to Employee_Labor Code Section 2810.5	see the farding Info 💿
11/28/201711/27/201711/25/2017Sammy SampleCompletedAssigned dateActivation dateDue dateNew HireStatus	Back to list view 4 of 4
Messages	

Next, click "Creative Agreement"

SECTION 2: New Employee

My Tasks

Search					1-3 of 3	« < 1	> »
Name or Keyword	Task 🗸	Due date	Assigned date	New Hire		Status	
Status All	Acknowledgment of Receipt_Job Description	12/01/2017	11/28/2017	Sammys Sample		Active	0
Active Completed	Arbitration Agreement 🔺	11/25/2017	11/28/2017	Sammys Sample		Active	0
 Abandoned Terminated 	Creative Agreement 🔺	11/25/2017	11/28/2017	Sammy Sample		Active	0
Ssues Overdue tasks					1-3 of 3	« < 1	> >>

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

Creative Agreement 🗚 Task is overdue					e the (Onboarding Info 🧿
11/28/2017 Assigned date	11/27/2017 11/2 2017 Activation date	Sammy Sample New Hire	Active Status	Back to list view		3 of 3 🔇 📏
Messages	Review			Save/Complete later		Mark Complete
	You are one of 2 assignees partici Click here to see details.	pating in completion of this	5 form.			
	Please complete all required fields.					
	Day *	30				
	Month *	November				
	Year *	17				
	Name *	Sammys Sample				
	City *	Visalia				
	State	California			× T	

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 $\frac{30}{20}$	day of November	, 20 ¹⁷ by and between
San Joaquin Valley College, Inc., a	a California Corporation, with	principal offices in the City of
Visalia, State of California Corporation (herea	after "Employer") and <u>Sammy</u>	s 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.



Next, click "Arbitration Agreement"

My Tasks

SECTION 2: New Employee

Search					1-2 of 2	« < 1	>
Name or Keyword	Task 🗸	Due date	Assigned date	New Hire		Status	
Status		10/04/0017					-
All	Acknowledgment of Receipt_Ic ription	12/01/2017	11/28/2017	Sammys Sample		Active	Ο
 Active 							
Completed	Arbitration Agreement 🛦 📥	11/25/2017	11/28/2017	Sammys Sample		Active	Ο
Abandoned						_	
Terminated					1-2 of 2	« < 1	> >>
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.

Arbitratior	itration Agreement 🛕 Task is overdue see th				
11/28/2017 Assigned date	11/27/2017 11/27 17 Activation date	Sammys Sample New Hire	Active Status	Back to list view	2 of 2 💙 📏
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	2		
	Date for Mike Perry	11/30/2017			
	Date				
	Employee Printed Name 1	Sammys Sample	2		

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 $\frac{11/30/2017}{(date)}$ 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"

Jobvite	Requisitions C	andidates Onboa	arding Onboarding Admin	n More 🗸 🤽	Search Candidates	🌒 📼 🗄 🛛
All Onboard	Ings New Hi	es Watched	Onboardings Watche	ed Tasks My Tasks	My Portals	
Arbitra	ration Agreement	nt				see the sarding Info 💿
11/28/2017	11/27/2017	11/25/2017	Sammys Sample	Completed	Back to list view	2 of 2 🗸 🔪
Assigned date	Activation date	Due date	New Hire	Status		
Messages						

Next, click "Acknowledgement of RECEIPT_Job Description"

Jobvite Requisitions Car	ndidates Onboarding Onboarding Adr	nin More	<u>د الله</u>	Search Candidates	9		≣ 0
All Onboardings New Hire	s Watched Onboardings Watch	hed Tasks	My Tasks	My Portals			
My Tasks							
Search					1-1 of 1 «	< 1	> >>
Name or Keyword	Task 🗸	Due date	Assigned date	New Hire	Stat	tus	
Status	Acknowledgment of Receipt_Job Description	12/01/2017	11/28/2017	Sammys Sample	Activ	ve	Ο
Completed					1-1 of 1 «	۲ د	> >>
 Abandoned Terminated 							

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SECTION 2: New Employee The "Acknowledgement of RECEIPT_Job Description" will come up. You will need to enter all the required data.

Acknowled	dgment of	Receipt_Job	Description		see the	Onboarding Info 🧿		
11/28/2017 Assigned date	11/27/2017 Activation date	12/01/2017 Dr	Sammys Sample New Hire	Active Status	Back to list view	1 of 1 < 义		
Messages	Review				Save/Complete later	Mark Complete		
	You are one of 2 assignees participating in completion of this form. Click here to see details.							
	Please comp description.	lete information	on Acknowledgment of R	eceipt and provide New I	Hire with a copy of their job			
	Job Title *		Financial Aid Off	icer				
	Revision Dat	e *	November 2010					
	Job Title 2							
	Revision Dat	e 2						
	Employees P	rinted Name	Sammys Sample					

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 Com	plete″
Invalid Fields Car	cel Mark Complete	
You will receive a task revise.	completion notice, Click ok if complete	or cancel to
Task completion	:	ĸ
Are you sure you want to r	nark this task as completed?	
	Cancel Ok	

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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.

Jobvite	Requis	i Can	didates	Onboarding	Onboa	rding Admin	More	~	⊥ Search C	andidates) I		•
All Onboa	rdings	New Hires	s Wa	tched Onboa	rdings	Watched	l Tasks	My Task	cs My Por	rtals				
Onboard	ding Li	st												
Search			Delet	e							1-1 of 1	« ‹	1	> >>
Name or Ke	eyword tatus		🗌 Ne	w Hire Name 🗸	Jo	b Title		Completion	Hire Date	Kickoff Date	Statu	s	Start I	Date
All Active			📄 Sar	nmys Sample	Fi	nancial Aid Off	ficer	100 %	11/30/2017	11/27/201	7 Comp	leted	11/30/	2017
 Complet Abandor 	ed ned	•	Delet	e							1-1 of 1	« «	1	> >>
Issues With issu Overdue Due soo Orchestrate	ues tasks n tasks or													
Terry Zame Location Select Loc Search	udio Res	x v												

Locate and double click on your new hire's name

				~~		
Delete				1-1	lof1 « «	1 > »
New Hire Name •	Job Title	Completion	Hire Date	Kickoff Date	Status	Start Date
Sammys Sample	Financial Aid Officer	100 %	11/30/2017	11/27/2017	Completed	11/30/2017
Delete				1-1	l of 1 « «	1 > »

SECTION 2: New Employee

All completed tasks will be appear

All Onboardings	New Hire	es Watched Onboardings	Watched Tasks	My Tasks	My Portals		
Sammys Sample	🧖 Candida	te profile 🥂 🗥 Requisition			Back to (Onboardings	1 of 1 < >
Actions	Job Title: Location:	Financial Aid Officer Aviation Campus Abandon onboarding	Progress: Status: Hire date: Start date: send Welcome Email	Completed 11/30/2017 11/30/2017	100%	Onboarding No issues	lssues
Tasks Overview	Sammys Sam	ple details					
						Add Task	Create new task
Search					1-1	0 of 22 « «	1 2 3 > »
Name or Keyword		Task 🗸	Assign	ee		Status	Due date
Status All Scheduled		Acknowledgement of Receipt 401 Plan Notice 🗎	K Profit Sharing 🕥 N	ew Hire		Completed	11/30/2017
 Pending Active 		Acknowledgement of Receipt Han Pamphlets 🖹	douts and 💦 💦 N	ew Hire		Completed	11/30/2017
 Completed Abandoned Terminated 		Acknowledgement of Required Ne Training	ew Hire 🔍 N	ew Hire		Completed	12/05/2017
Dropped Out Issues		Acknowledgement of Understand	ing Employee 🛛 🔼 N	ew Hire		Completed	12/02/2017
 Overdue tasks Due soon tasks 		Acknowledgment of Receipt Job D	escription 🖹 🛛 👧 M	lultiple		Completed	12/02/2017
With issues	Reset All	Acknowledgment of Required Har Training 🗎	assment 💦 N	ew Hire		Completed	12/05/2017
		Acknowledgment of Understandir Illness Prevention Program SJVC C	ng Injury and 💦 💦 N Tatalog SJVC S	ew Hire		Completed	12/02/2017

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

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		SECTION 2: N	lew Empl	oyee			
Acknowledgen	nent of Recei				Back to Task Li	ist 1 of	22 🔇 🔪
Completed Status	11/27/2017 Activation date	11/30/2017 Due date					
Change the Activation	date 👻 Audit log	Download docume	ent Cover page	•		Tern	ninate Task
Data Captured		~	History				~
Form steps							
Step Name	Assignee		Depending On	Activation date	Due date	Status	Completion Date
+ Acknowledgement	of Receipt_4 <u> New</u> H	lire O	-	11/27/2017	11/30/2017	Completed	11/28/2017

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

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

SECTION 2: New Employee

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

- The Hiring Manager and or Administrative or HR Assistant confirms the 4) 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]

	Campus Location:	College	Instr	uctor Qualificatio GE Assign	ons for nments		
Sally's Degrees MS – Psychology	Visalia Rancho Cucamonga Hanford San Diego Instructor Name: Sal Title: Get	Bakersfield Online Hesperia ly Sample neral Education	Instructor	Aviation Rancho Co Lancaster	rdova		
DA	GE Subject Matter	Degree	Related Major	Related Courses	Units	}	
	Psychology	Master -	Psychology	Blank I Units (12 or more)			If the employee does not have a
If the employee has a	Sociology	Bachel) •	Liberal Arts Studies	Blank I Units (12 or more)			the related major for the subject
degree earned in the related major for the	Philosophy -	Bachek -	Liberal Arts Studies	Blank			matter then we will need to see
you do not need to list any related courses/units	Math	Blank -	Blank	MTH121 MTH136 MTH137 EDU643	3 3 3 3	-	course work reflecting 12 or
	English	Bachek -	Liberal Arts Studies	Units (12 or more)	12		more units that would qualify them to teach
	NOTE: Attach Official Transcript			I Units (12 or more)]	that subject.
	Academic Dean			Date			
	Corporate Director or V	P of Academic	Affairs	Date			