New Employee Hiring Process

1. **Staff/Faculty New Hire Requisition Form** – found on UltiPro: Menu>Myself>MyCompany>Electronic Forms. VP approval required before recruitment begins for all position openings. Bring to Human Resources.
   - **Job Description** – please include an up-to-date job description with the Requisition Form. Send an electronic copy to Human Resources for their files and for creation of job posting.

2. **Position will be posted by Human Resources on UltiPro and at the following external sites:**
   - CCCU
   - CSI
   - Higheredjobs.com
   - Insidehighered
   - HERC
   - Handshake
   - North Park School of Business and Nonprofit Management Newsletter

3. **Applicant Screening** – to view applicants, log in to UltiPro: Menu>Administration>Recruiting Gateway>Opportunities>Published. If anyone applies, there will be a number in the Applicants column. Click on that number to see the list of Applicants and then click on an applicant’s name to see their information.

4. **Disposition** – Once reviewed, click box in front of applicants name and select Disposition to move the applicant to the next step. The following steps are available:
   - Phone Screen
   - Follow up
   - Interview
   - Skype interview
   - Hire
   - Decline

   Please continue to move the applicant through the steps. Only choose Decline for those applicants who you will not be connecting with. If you interview someone and decide not to hire them, please leave them at the interview step for reporting purposes.

   You have the ability to email the applicants directly through the UltiPro system by clicking on the three dots in the Actions column for each applicant then choosing Send Email. Emails are not required when moving applicants through the steps in dispositioning.

5. **Hire** – when you’ve decided who to hire
   - Complete the **Recommendation for Hire Form** found on UltiPro: Menu>Myself>My Company>Electronic Forms, and bring to Human Resources where an offer letter will be generated based on the information on the Recommendation for Hire Form.
   - Complete provisioning form:
Log in to the IT Helpdesk portal at https://helpdesk.trnty.edu, click where it says “Logins and Accounts” and then click on “New User Account Request” and enter information required.

- Once the applicant has accepted the position, let Human Resources know and they will send the Background Check information to them as well as hire them into the UltiPro system to begin their electronic onboarding paperwork.

6. Prepare for first day

- Make sure their workspace is clean and organized and that the IT department has completed all provisioning requests.
- Order any keys needed from the physical plant: Key Request Form.
- Email kris.doorn@trnty.edu to order name tags
- Order business cards, if needed, from Don Coutts in the Print Center
- Have a copy of their job description printed out for them to review and sign.
- Schedule a time for the new hire to meet with Human Resources.

7. First day

- Introduce your new hire to your team members in-person.
- Send an email or message to the entire company to introduce your newest team member.
- Run a role-specific training. Train new hires on:
  i. Their main responsibilities
  ii. The team structure (names, roles, duties and organizational chart)
  iii. Job-specific tools
  iv. The team’s objectives
- Schedule meetings for your new hire with team leaders they will collaborate with.
- Assign first tasks to your new hire. Make sure to:
  i. Offer guidance, as needed
  ii. Provide resources that your new hire is likely to use (e.g. reports, spreadsheets and glossaries)
  iii. Clarify questions that may arise
- Invite your new hire to a group lunch to help them get to know other employees.
- Give your new hire an overview of the first week and the first month on the job.
- Make sure to set aside time for new hires to ask any questions they might have.