

# New Hire Processing Instructions

When an opening occurs, complete and send a PERSONNEL REQUISITION (FORM 14) to Human Resources BEFORE filling the position. **ALL OPENINGS MUST BE POSTED FIRST.**

## At time of interview have candidate complete the following forms:

- Employee Application (Form 1)
- Applicant Reference Check Information (Form 2) (Interviewer is to check references at this time if you think you might higher this candidate using Telephone Reference Check (Form 5)
- Candidate Authorization for Reference Check (Form 3)
- Consent for Pre-Hire Criminal Background Search (Form 4)

**During the Interview Process hold on to all these forms until you have decided on a candidate you would like to hire – AT THAT TIME (AND NOT BEFORE) FAX Form 4 – Consent for Pre-Hire Background Search - to the HR Office (mail the original to Olga) for the ONE CANDADITE you are interested in!**

**DO NOT FAX** any other New Hire Forms to the HR Office after you have hired a new employee.

**BACKGROUND IS CLEAR:** Once HR has notified you that your candidate's background is clear you may offer them the job. Have them come into your office and give candidate a fingerprint card(s) along with instructions. Direct the candidate **to read the instructions and follow them explicitly (BLACK INK ONLY)**.

Your new employee's first day of work will be spent at the Human Resources Office filling out New Hire Paperwork. The Program Administrator must contact Human Resources' Administrative Assistant, Olga Colon to schedule New Hire processing prior to First Day of Work. **Please inform candidate to bring two forms of identification, as well as beneficiaries and/or dependent(s) social security number(s) if he/she qualifies for benefits, e.g. permanent P/T or F/T.**

Program Administrator will fill-out, sign and deliver or mail the following original forms to Catholic Charities Central Office **BEFORE** Employee's start date: **NEW EMPLOYEES WILL NOT BE PROCESSED AND THEREFORE WILL NOT BE ELIGIBLE TO WORK FOR YOU UNTIL WE HAVE RECEIVED THE REQUIRED ORIGINAL PAPERWORK.**

- Employee Application original (Form 1) and Resume
- Applicant Reference Check Information (Form 2) & completed telephone reference checks (Form 5)
- Candidate Authorization for Reference Check (Form 3)
- Employee Data (Form 13)
- Employee Work Schedule (Form 17)

**IMPORTANT:** Please remember that the Human Resources Department needs **ORIGINAL** paperwork. **DO NOT FAX** any forms besides HR Form 4. Anything faxed will be shredded and there will be no record of receiving it.

## **FIRST DAY OF WORK:**

Candidate will report to Catholic Charities Central office with fingerprinted card(s).  
(Employee cannot start working until fingerprinted card is delivered to Catholic Charities Central Office.)

**All other forms will be processed, including employee benefits for employees working 30 or more hours per week, with Olga Colon, Human Resources Administrative Assistant (Lauren Feeny, in Olga's absence).**

When employee reports to jobsite following New Hire paperwork processing, Program Administrator will complete New Hire Orientation at the Worksite (Form 21) and New Hire Checklist for Equipment & Supplies (Form 22) with employee and mail original forms to Olga Colon within 5 business days.