**NEW HIRE PROCESS – FACILITIES DEPARTMENT**

*For hourly employees of the Facilities Department only.*

1. Job Descriptions and Searches

* **Director of Facilities** maintains accurate and consistent job descriptions, drafted in standard Academy format, for all positions, and establishes standard hourly rates and employment terms, as approved by the **Chief Financial Officer [CFO]**.
* **Hiring Supervisor (Director of Facilities or his/her designee)** reviews unsolicited applications and candidates referred by word-of-mouth as well as applications generated by various means of advertisement, and makes offers to qualified candidates.

1. Hire and Onboarding Process

* **Hiring Supervisor** provides information to **Director of Administration and Planning**:
  + Official position title and location (JS, MS or SS)
  + Start date
  + Full name (and nickname/preferred name if known)
  + Current address
  + Personal email address, if available
  + IF NEW HIRE DOES NOT HAVE OR IS NOT COMFORTABLE WITH COMPUTER AND INTERNET ACCESS
  + **Hiring Supervisor** coordinates with **Technology Department** to assign SSA email address to be used for Paylocity Onboarding Launch.
  + **Department Assistant** assists the new hire with the Onboarding process to the extent needed, using Academy equipment.
  + **Department Assistant** assists employee as needed with background checks.[[1]](#footnote-1)
  + **Director of Administration and Planning** initiates new employee setup:
  + Education Edge record is created and employee is assigned an ID number
  + New hire information is entered into Paylocity and Onboarding Event is launched
  + Employee name, title and identification number is provided to the **Deans Office** (for ID card)and **Metz Culinary Management** (for meal payment system).
* **Manager of Compensation and Benefits** confirms when contract has been returnedand all Paylocity tasks, including clearances, are completed
* **Hiring Supervisor** provides the employee with necessary keys, equipment, uniforms, training, etc.
* **Director of Administration and Planning** ensures EE record is updated with information from Paylocity Onboarding Event

1. In accordance with Pennsylvania law, a new employee may not start work, or visit campus once they’ve accepted their offer, until they have all clearances in place. [↑](#footnote-ref-1)