

Hop (*Don't Skip*) Your Way Through the Employment Process!



1. **Assess / Intent to Hire**
2. **Post / Application Review / Interviews**
3. **Hire PAR / Cleared to Work / Start Date**
4. **Employment Packet**
5. **Accountability & Compliance**

Steps to Hiring an Employee

1. **Assess Your Need and Complete the Intent to Hire Form**
 - Based upon the need and your entity's budget, can your entity employ?
 - Create a Job Description.
 - Complete the Intent to Hire form and send to HR with the Job Description.
 - HR will communicate approval, approval with needed of change(s), or deny.
 - Once the Intent to Hire has been approved, you are ready to post the position.
2. **Post the Position, Accept Applications, and Hold Interviews**
 - Advertise the position providing an ending date or "until the position is filled".
 - Each applicant must submit the NCC Employment Application.
 - Review all applications for any possible red flags prior to scheduling an interview.
 - Pre-interview reference checking is encouraged.
 - Conduct interviews with qualified applicants.
 - HR helps coordinate multi-position employment.
 - Select the best candidate and offer the position.
3. **Hire PAR, Wait for "Cleared to Work" which includes the Start Date**
 - Submit the Hire PAR.
 - Employment is contingent upon any applicable required background check clearances that apply to the position.
 - The Hire Date of employment should be the 1st or the 16th of a month, which coordinates with the NCC pay periods. Contact HR for exceptions.
 - HR will send the entity a Cleared to Work confirmation which will include the start date.
 - Please notify the new employee of his/her start date and required documents for employment.
4. **Employment Packet**
 - Provide the employment packet to the employee on the first day of work and allow time for all forms to be completed.
 - See the employee's original documents provided to complete Section 2 of the I-9.
 - Follow the checklist before submitting the employment paperwork to HR. Paperwork must be completed and returned to HR within the first 3-days of the employment start date.
 - Have the employee sign his/her job description and submit with employment packet to HR.
5. **Accountability & Compliance**
 - Provide the employee with his/her authorized work schedule.
 - Electronic time keeping credentials are provided by Payroll.
 - Over-time hours get counted into the annual Look Back Measurement.
 - Please verify and approve the employee's worked hours at the end of each pay period.

Get forms and more helpful employment information online at nccsda.com/hr