

Hop, Don't Skip, Your Way Through the Employment Process!



1. Assess

2. Post

3. Interview

7. Accountability

4. Packet

5. Process

6. Clearance

Steps to Hiring an Employee

1. Assess Your Needs

- Decide what your entity needs (full/part-time, regular/temporary, etc.).
- Job Descriptions – HR will work with you.
- Wage Scale – HR will work with you.
- Budget – As a end result of creating the job description and wage scale, you are now prepared to budget for a new employee.

2. Post Position to Website

- Advertise the position.
- Post either an ending date or “until the position is filled.”
- Direct applicants to download application from NCC Website. Go to www.nccsda.com/jobs.
- Accept applications.

3. Interview Candidates

- Conduct interviews with qualified applicants.
- Select a candidate and offer the position.

4. New Employee Packet

- Download new hire employment paperwork packet at www.nccsda.com/employment.
- Give the employee all necessary employment paperwork to complete.
- Be accessible to see the employee's original documents provided, and then complete Section 2 of the I-9.
- Follow the checklist before submitting employment paperwork to HR.
- Complete the Personnel Action Request form using the information obtained during Step 1: Assess Your Needs.
- Have the employee sign his/her job description and submit with employee packet to HR.

5. Process

- Human Resources – Employment paperwork is required and processed before being cleared.

6. Clearance to work

- A “Clearance to Work” notification will be sent once HR has determined the employee is cleared to work.
- Please note: The employee is not authorized to work until the “Clearance to Work” has been issued.

7. Accountability

- Be sure the employee only works the amount of hours that have been authorized by your budget per the Personnel Action Request form.
- Over-time hours get counted into the yearly Look Back Measurement.
- Total worked hours may place your employee into benefit eligibilities that were not budgeted for.
- Time Sheets – Use only legal name and assigned job title. They must be signed by supervisor.