

### **Transient position**

- Complete Request to Fill Vacancy or Create New Position form. Send out for approvals.
- Once a department has selected an employee, a background check form needs to be completed and a hire memo needs to be completed.
- Background check needs to be completed. Send HRM an email with candidate's name and email address. A background check will be initiated by HRM staff. Candidate will need to follow up with an email sent by A-check Global background check company for approval to run the background screen. Candidate has three days to complete initial request.
- The hire memo includes name, effective date, PG number and rate of pay. It needs to be approved by Administration (Chancellor).
- The department is contacted by HRM once the approved memo is received.
- Prior to or on first day of employment, the employee comes to HRM to complete retirement paperwork with picture ID and Social Security card.
- Employee responsible for onboarding within 3 days of hire.