



NEW HIRE CHECKLIST

Directions:

Step 1: Please submit this form and *all* required attachments as one file to Patric via Slack.

Step 2: Once the form has been reviewed and the background check successfully completed, Maria Walsh, HR Coordinator, will reach out to the new hire to schedule their start date and time to fill out new hire paperwork.

Section A (to be completed for ALL new hires):

New Hire Info:

Name (as reported to DESE): _____

Position: _____

Site: _____

FTE: _____

Unit: _____

Step: _____

Summer %: _____

Degree: _____

Is this new hire replacing an employee? If yes, who? _____

Desired/Tentative start date (to be finalized by HR) _____

Required Attachments:

- 1. Employee Application
- 2. Resume & Cover Letter
- 3. LABBB's CORI Request Form + copy of ID

Required Notifications: Program Directors – confirm you've notified/provided the following to your new hire:

- 1. GIC 60-Day Grace Period
- 2. LABBB's Fingerprinting Directions

Section B (only completed for Unit A new hires):

- 1. 3 Letters of Recommendation
- 2. Transcripts (Undergraduate & Graduate, if applicable)
- 3. Certification/License Type _____

Section C (only completed for 1:1 new hires):

- 1. Student's name & program _____
- 2. Student's town for billing: _____

Patric Barbieri, Executive Director

Date

Maria Walsh, HR Coordinator

Date

Approved Hire Date: _____

HR – New Hire Contract

| Step # | Frequency | Process |
|--------|-----------|--|
| 1 | Rolling | Program Director determines they want to hire an applicant |
| 2 | Rolling | Admin Assistant submits via Slack or in person, whichever is quickest, a complete New Hire Checklist packet to the Executive Director for review |
| 3a | Rolling | Executive Director reviews and approves New Hire Checklist via Slack or signs hard copy |
| 3b | Rolling | Executive Directors discusses any questions with Program Director to before approving |
| 4 | Rolling | Executive Assistant prints entire packet from Slack and stamps with Executive Director's signature |
| 5 | Rolling | Executive Assistant submits a signed, complete <i>New Hire Checklist</i> to HR Coordinator |
| 6 | Rolling | HR Coordinator receives <i>New Hire Checklist</i> and processes background check on new hire |
| 7 | Rolling | HR Coordinator shows background check results to Executive Director who has the final say on whether a new hire can be approved |
| 8a | Rolling | HR Coordinator contacts new hire to setup meeting for him/her to complete their new hire paperwork prior to starting work at their program and to notify them of their start date. |
| 8b | Rolling | HR Coordinator or Financial Administrator contact new hire and rescind offer based on background check and provides documentation to individual. |
| 9 | Rolling | HR Coordinator creates a hire letter and submits to Financial Administrator for review |
| 10 | Rolling | Financial Administrator reviews new hire letter and returns to HR Coordinator |
| 11 | Rolling | HR Coordinator sends Program Director & Admin Assistant an email informing them of the new hire's start date and when they'll be completing their new hire paperwork |
| 12 | Rolling | HR Coordinator meets with new hire to complete all necessary paperwork |
| 13 | Rolling | New Hire reports to work following meeting with HR Coordinator or on agreed-upon date. |

Guidelines:

- A complete checklist **MUST** be received **PRIOR** to a contract being generated
- A background check **MUST** be performed **PRIOR** to a new hire being given a start date
- The HR Coordinator and the Financial Administrator are the only LABBB representatives with approval to generate an employee contract