



NEW HIRE CHECKLIST

Directions:

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

Step 2: Once the form has been reviewed and the background check successfully completed, Maria Walsh, HR Manager, 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? _____

Employee Replacing: Resigning Yes or No _____ If No, Relocating to: _____

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: _____

Pamela T. Girouard,
Executive Director

Date

Maria Walsh, HR Manager

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