

- d. Bring any additional equipment needed for presentations.
 - e. Greet candidates and inform them of interview process.
 - f. Complete candidate evaluation form.
 - g. Facilitate verbal dialogue of candidates.
 - h. Complete candidate evaluation form.
 - i. Clean up room before leaving.
- v. Final interviews are usually scheduled the following day if you have out of state candidates. If not, then 2-3 days after the initial interview.
Depending on the schedule of the final interview committee (as specified in AP7120c)
 - 1. Contact the administrative assistants of the final interview committee to coordinate date and time.
 - 2. Make rejection calls to those interviewed candidates not selected for a final interview.
 - 3. Make calls inviting those candidates that are selected for an interview.
 - 4. Update candidate and posting status in People Admin
 - 5. Send a confirmation interview email to finalist (example 22 attached) include a campus map and parking permit.
 - 6. Reserve parking for candidate.
 - 7. Prepare the final interview schedule
 - 8. Email the final interview committee (example 23 attached). You may include the assistants to the administrators in your email. Include the following:
 - a. Schedule
 - b. Job description
 - c. Guest user instructions.
- vi. Reference checks are usually completed by the VP or Area Dean. Email them the reference checks forms (example 24 attached). Remind them to return the forms to you for inclusion in personnel file.
- vii. The same person who made the reference call will usually make the offer to the candidate. After the candidate accepts the offer.
 - 1. Make rejection calls.
 - 2. Update People Admin
 - 3. Add appointment to the board agenda (example 25 attached)
 - 4. Send results memo to initial committee members to notify them who was selected (example 26 attached).
 - 5. Complete salary placement worksheet (example 27 attached)
 - 6. Send a conditional offer letter (example 28 attached) and a new hire packet to the new employee.

4) HR Specialist will process the new hire.

- a. HR Specialist calls the new employee and schedules an appointment to come in and complete paperwork. When possible, also schedule a meeting with Pauline Castro immediately following your meeting.
- b. At the meeting with the new faculty member the HR Specialist will:
 - i. Review file or new employee packet.

- ii. Discuss Salary Placement and give copy of salary schedule
- iii. Discuss regular load: Required to teach 15 units Fall and 15 units Spring. If you choose to teach Winter/Summer is extra pay.
- iv. Explain if working Winter/Summer – Intersession Salary Schedule can only be chosen once either Winter or Summer. If chosen in the Winter then Summer will get paid off the Faculty Hourly Salary Schedule. Pick Intersession Salary Schedule for the term you will teach the most. Note: if the Intersession Salary Schedule is chosen for the Winter and Winter classes are cancelled, then Summer will get paid off the Hourly Salary Schedule.
- v. Explain that Counselors/Librarian are required to work 10 additional paid duty days per year. If not completed, pay will be docked.
- vi. Give Academic Calendar
- vii. Explain effective date of hire. Date of hire is day of new faculty orientation unless the new faculty has previously attended new faculty orientation, in that case the first date is the first required flex date.
- viii. Explain new employee orientation information to be mailed out the first week of August from the college.
- ix. Explain Flex Days – required to perform 18 hrs (Academic Calendar) by attending conferences, workshops, professional development workshops, Web CT Classes, some are required some are optional.
- x. See Department Chair for schedule arrangements.
- xi. Explain 10 vs 12 pay schedule.
- xii. Review conditional offer of employment.
- xiii. Give them a copy of JD important to review when it comes to improvement of instruction.
- xiv. Explain evaluations (Improvement of Instruction) pg. 25 of CTA contract.
- xv. Give them CTA Contract.
- xvi. Give a brief description of benefits but they will be meeting with Pauline to sign up.
 - 1. Dental Plan incentive plan (70% first year, 80% second year, 90% third year til you get to 100%....if not used in a yearly basis you go back down to 70%).
 - 2. Medical Insurance
 - a. Kaiser – HMO, Kaiser facilities only, no co-pays, no premiums, co-pay for prescriptions only.
 - b. HealthNet – HMO, several participating clinics, no co-pays, no premiums, co-pay for prescriptions only.
 - c. RCCD - PPO, out of pocket expenses, 80% coverage.
 - d. AFLAC – offers different plans you can purchased, optional.
 - 3. Jefferson Pilot Life Insurance - \$50,000 life insurance complete form.
- xvii. Explain they do not contribute to Social Security, no state disability. Stipulation in California Ed Code (extended illness leave 5 months pays ½ salary no lapsed in benefits).

- xviii. Explain STRS – 8% contribution of based on salary only, no summer/winter.
- xix. Review the following new hire paperwork
 - 1. Have them sign employment application.
 - 2. Beneficiary form
 - 3. Emergency contact form
 - 4. Copy DL & SS Card
 - 5. Oath of Allegiance
 - 6. Federal Recording requirement Form
 - 7. I-9
 - 8. Acknowledgement of handbooks/agreements
 - 9. Vets Form
 - 10. TB test (give slip if they don't have copy with them)
 - 11. SSA Form 1945
 - 12. Temporary Employment form if needed.
 - 13. 10 vs 12
 - 14. Official Transcripts
 - 15. Verification of experience for salary placement
 - 16. Give STRS beneficiary form
 - 17. Give employee a copy of the checklist with outstanding items highlighted.
 - 18. Give employee copy of Internet Code of Conduct form
 - 19. Give employee a copy of the Board Policies acknowledgement memo
- xx. Complete Livescan fingerprinting.
- xxi. Take picture and print a staff ID card.
- c. Enter all the screens as required in Datatel Instructions
- d. Complete an Enable Accounts forms and email it to the helpdesk. (example 29 attached)
- e. Send the following documents to payroll.
 - i. Payroll Card.
 - ii. Copy of SS Card.
 - iii. Copy of authorization to work in the U.S. if applicable.
 - iv. Original W-4 Form for the current year.
 - v. Payroll Direct Deposit Form (even if employee elects to pick up check).
 - vi. 10 vs 12 form.
 - vii. STRS/PERS Information Supplemental form.
 - viii. Form SSA-1945.
- f. Place the following items in appropriate file.
 - i. Employment Eligibility Verification (I-9).
 - ii. W-4 EDD form (Give to Dawn Rechenberg).