

10.02.01 Recruiting, Hiring, and Pre-Boarding/Onboarding Vacant Positions

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Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state law, and the Alabama Community College System (ACCS) [Board Policy 602.02](#), [Chancellor's Procedures 602.02](#), [Board Policy 603.01](#), [Board Policy 605.02](#), and [Chancellor's Procedures 605.02](#) related to the posting of vacancies and hiring of new employees.

The following ACCS policies are referenced in this policy:

[Board Policy 602.02](#)

[Chancellor's Procedures 602.02](#)

[Board Policy 602.03](#)

[Board Policy 603.01](#)

[Board Policy 605.02](#)

[Chancellor's Procedures 605.02](#)

[Board Policy 608.01](#)

[Chancellor's Procedures 608.01](#)

Scope:

This policy applies to all WCCS applicants and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Applicants (for Employment): An applicant for employment is an individual who has applied for a vacant position that has been posted through the Human Resources Office.

Employee: An employee is an individual who meets the employment eligibility requirements referenced in the policy, has been hired and onboarded through the Human Resources Office, and is receiving payment for work performed through the Payroll Office.

Pre-boarding: Employment related activities that occur between the acceptance of an employment offer and the hire date.

Pre-Employment Testing: Pre-employment testing refers to pre-employment background checks and/or any other valid pre-employment test that is relevant to the position for which the new hire has been offered.

Onboarding: Employment related activities that assist in orienting new employees to the new position and WCCS as the employer (also known as orientation).

Details:

1. **Posting a Vacancy:** The President or designee will post notices for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules, except those for President.
 - a. **Duration of Posting:** All vacancy notices will be posted on the institution's website at least seven (7) calendar days before the position is to be filled. Some positions may require a fourteen (14) calendar day posting.
 - b. **Notice of Vacancy:** The vacancy notice will include, but is not limited to, the following:
 - Job description;
 - Title;
 - Required qualifications;
 - Salary schedule;
 - Amount of Pay;
 - Information on where to submit an application;
 - Information on any deadlines for applying;
 - A contact telephone number for questions;
 - Any other relevant information.
 - c. **Internal Posting:** Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with item b. above before the position is to be filled.
 - d. **Continuous Posting:** For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or hourly employees only, a continuous vacancy notice may be posted on the institution's website and may state "open until filled." However, a continuous vacancy notice must be posted at least seven (7) calendar days prior to hiring.
 - e. **Temporary/Interim Positions:** Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with item b. above.
2. **Search Committees:** The purpose of a search committee is to facilitate the sourcing and review of a robust and qualified pool of job applicants, as well as to advise the hiring manager of candidates who best meet the needs of the position and the College. Search committees are required at the discretion of the Human Resources Office and must be approved by the President prior to the posting of a vacancy. If the hiring manager requests a search committee, it is recommended that the membership of the search committee have ethnic and gender diversity.
 - a. **Responsibilities of a Hiring Manager and/or Search Committee Member:** The Hiring Manager and members of a search committee are required to comply with the following responsibilities:
 - 1) The Hiring Manager recommends the appointment of members of the committee. The Hiring Manager may contact the Human Resources Office for assistance in developing a search committee. If a search committee is required, the Hiring Manager must provide the Human Resources Office with a list of individuals

recommended for the search committee. The Human Resources Office will request and receive approval of the search committee from the President.

- 2) All Hiring Managers and search committee members are required to follow the procedures below.
 - All Hiring Managers and search committee members are required to comply with all federal and state law related to recruitment and selection of employees.
 - To protect the privacy of applicants and to minimize risk to WCCS, Hiring Managers and members of any search committee are prohibited from:
 - Distributing application materials;
 - Disclosing the name(s) of, or any information about applicants to anyone outside the search committee.
 - Hiring Managers and search committee members are required to remain cognizant of the fact that they represent the College in their dealings with job candidates, which is an especially crucial part in the integrity of every recruitment process.
 - Hiring Managers and search committee members are required to remove themselves from the hiring process (including the screening and interview process) if a personal relationship exists between the applicant/candidate and the Hiring Manager or search committee member. A personal relationship may include a familial relationship, friendship, or any other relationship that would cause the Hiring Manager or search committee member to have a conflict of interest in the screening/hiring process.
3. **Hiring:** The President is responsible for all searches and documentation and retains all hiring authority for positions at the College, except the Presidency.
 - a. The Hiring Manager and/or search committee will conduct interviews following the procedures below to determine the best qualified individual for the vacancy. Based on the results of this information, qualified and screened finalists are forwarded to the Hiring Manager. Second interviews may be conducted, if applicable.
 - b. The Hiring Manager determines the best qualified candidate for hire and recommends the individual for hire to Human Resources. Human Resources submits the individual for hire, including starting base salary, for approval. Upon approval, an offer of employment is made contingent upon a favorable background check. The submission of official college transcripts is required for all hires.

NOTE: *The College may require that applicants for faculty positions submit supplementary information from the attending college registrar to explain undergraduate courses that received graduate credit on the academic transcript prior to being considered for an interview. Failure to provide these documents may result in disqualification for consideration of a position.*
4. **Transfers or Reorganizations:** Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.
5. **Retention of Search Documentation:** The Hiring Manager and/or search committee must forward all search documentation to the Human Resources Office. In addition, the

Human Resources Office will retain all search documentation per documentation retention regulations.

6. **Pre-Boarding and Onboarding New Hires:** The Human Resources Office manages all pre-boarding and onboarding activities for new hires. All pre-boarding documentation (including official transcripts, background checks, etc.) must be submitted to the Human Resources Office prior to the hire date (i.e., first day of work). Failure to provide these documents may result in the employee's immediate release and/or delayed hire.
 - a. **Important Notice:** All documentation (including official transcripts and background checks) must be received in the Human Resources Office before new employees are processed for hire. The new employee may not begin working in any capacity (including training) prior to being processed or hired. Failure to provide these documents may result in the employee's immediate release and/or delayed hire. Violation of this policy by the Hiring Manager may result in disciplinary action.
 - b. **Required Participation:** All new hires are required to participate in Pre-boarding and Onboarding. Some rehires may be required to participate in Pre-boarding and Onboarding depending on the length of time between employment dates. Some temporary positions such as interim positions, internal hires, or student positions may not require the participation of a new employee orientation.

All new employees are also responsible for completing the appropriate online compliance training. Supervisors are responsible for departmental and job orientation for a new employee.

- c. **Required Onboarding Forms.** Specific items are required by federal law or WCCS policy in order to begin employment. These items include the following:
 - 1) **All WCCS Employees:**
 - All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.
 - Employees accepting a position requiring a professional certificate, license, or official educational transcript(s) must generally provide the appropriate document(s) before their employment date.
 - A background investigation is completed after a contingent offer of employment is made. The College reserves the right to reject an applicant for employment to certain positions if the completed background investigation discloses a matter considered by the College, in its discretion, serious enough to warrant rejection of the applicant.
 - 2) **Full-time WCCS Employees:** In addition to the items listed above, the selected candidate will receive a request for verification of employment letters from current and former employers. Verification of employment letters are for related full time employment and are used for salary placement. Verification of employment letters must be received prior to an offer of employment extended.

- 3) **Federal Work Study and Institutional Work Study Student Employees:** The employment process for federal work study (FWS) student employees and institutional work study student employees is coordinated in the Human Resources Office and Financial Aid Office.
 - All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.

Procedure(s):

Request to Fill a Position in NEOED Procedures

1. **Review the Posting a Position Requirements:** Review the posting requirements above. This section includes ACCS policies as referenced in the Policy/Purpose section of this document.
2. **Review the existing job description or write the new job description (for a new position):**
 - a. Contact the Human Resources Office for assistance in updating or writing a new job description. The job description must have similar (or the same) education and/or experience requirements for like positions within the same salary schedule.
 - b. The Human Resources Office will update the job description on file and notify the Hiring Manager once available in NEOED to move to the next step of creating a position requisition. If the existing job description does not need updated, the hiring manager may move to the next step of creating a position requisition.
3. **Create a Position Requisition in NEOED (Request to Fill a Position):**
 - a. Log into NEOED <https://login.neoed.com/authentication/saml/login/accs>.
 - b. Once logged into the Unified Dashboard, select the "Recruiting" link on the left side of the page, then select "My Requisitions" at the top of the page and select the Create a Requisition button.
 - c. Begin completing the requisition form (1. CREATE step). All fields marked with a red asterisk (*) are required.
 - College/Department/Division (this is the department in which the position is being paid from) – *NOTE: search for the applicable College by typing in the WCCS VPDI code (WCCS).*
 - Job Description – *NOTE: search for the applicable Job Description by typing in the WCCS VPDI code (WCCS).*
 - Working Title – *Enter if differs from title on Job Description.*
 - Desired Start Date – *Enter desired hire date. Please account for time it takes to recruit, offer, hire and complete new hire onboarding (should the first day of the month).*
 - Hiring Manager – *Select the applicable Hiring Manager (the supervisor of this position) (recruitment HR liaison)*

- Job Type – *Enter the applicable Job Type from the pulldown menu:*
 - List Type - *This is not required and can be left blank.*
 - Position – ***MUST BE LEFT BLANK.***
 - Number of Vacancies - *Enter the number of intended hires. Note: HR cannot process more hires than what is approved.*
 - EEO/Census Data Template - *This is not required and can be left blank.*
 - Salary Schedule – *Enter the salary scale/range indicated on the job description or enter “unknown”.*
 - Salary Grade – *Enter the salary scale/range indicated on the job description or enter “unknown”.*
 - Hourly Rate (if applicable) – *Enter the standard hourly rate (if applicable) or leave blank.*
 - Justification (select all that apply)
 - Justification – *Explain why this position is needed (for example, use data or other factual evidence of why the position is needed).*
 - Minimum Qualifications (List minimum Required/Recommended or attach document) – *Enter any changes in minimum qualifications OR enter N/A.*
 - Preferred Qualifications - *Enter any changes in preferred qualifications OR enter N/A.*
 - Reports To (Supervisor Name & Title) – *Enter supervisor name and position title.*
 - Is the position budgeted in the current fiscal year budget - *Please select yes or no to indicate if position is in the current budget.*
 - FOAP (Account/Labor/Budget Number) – *Enter FOAP or “unknown”.*
 - Is this a grant funded position? - *Select yes or no if the position indicating if the position is grant funded.*
 - If yes, please identify grant name - *Provide any additional pertinent details for the grant such as Name.*
 - Additional advertisement venues requested – *Enter any additional advertising requested OR leave blank.*
 - Work hours/days – *Enter work schedule for this position.*
 - Campus Location – *Enter the base campus location for this position.*
 - Proposed Committee Members – *Enter the names of the employees on the proposed search committee.*
 - Position Details (New Position?) - *This is not required and can be left blank.*
 - Comment - *Please add any additional comments.*
- d. Click Next to 2. APPROVALS step. An approval hierarchy is set up. Approvals should include:
- Dean level Administrator. ***NOTE: if the Dean level Administrator is incorrect, please select the “pencil” icon to correct the name to the appropriate Dean level Administrator.***
 - Budget (CFO)
 - President
 - Human Resources
- NOTE:** *if an approval hierarchy is not visible or an error message appears, please contact the Human Resources Office.*
- e. Click Next to 3. ATTACHMENTS step.

- Attach any additional information for the recruitment process (if applicable).
- f. Click SUBMIT to submit the requisition for approvals.

NOTE: *Select Save & Exit during any point in the process if the requisition is not ready to be submitted.*

- g. Once submitted the requisition will appear on the dashboard.
4. **Approval of Requisition:** All approvers in the approval hierarchy will receive an email notification from NEOED that a requisition is pending approval. The requisition creator will receive an email with status update on the requisition approval.

NOTE: *All unapproved requisitions will be cancelled after 6 months of inactivity and must be resubmitted for approval.*

Posting and Recruitment Procedures

Upon approval of an employment requisition, the following procedures are followed for the posting and recruitment of a vacant position.

1. **Position Requisition Assigned to Human Resources:** Human Resources assumes responsibility for the recruitment procedure in NEOED by assigning a Human Resources staff as the “analyst” for the requisition. The analyst will manage the recruitment life cycle for the requisition.
2. **Human Resources / Hiring Manager Meeting:** Human Resources meets with the Hiring Manager in advance of posting the vacancy to discuss and confirm the following details of the search:
 - a. Review and update of job posting.
 - b. Determine application supplemental questions that ensure applicants meet the minimum required criteria of the position.
 - c. Confirm Search Committee members (if applicable).
NOTE: *Search Committees must be approved by the President.*
 - d. Completing the Recruiting and Hiring Timeline Form. Human Resources and Hiring Manager develop a timeline for recruitment activities to ensure that an offer of employment is made within the agreed upon time-period.

NOTE: *Due dates agreed upon in the timeline are sequential; therefore, Human Resources may not move forward in the recruitment procedure until certain tasks have been completed. Per [ACCS Policy 602.02](#), non-supervisory/management positions must be posted a minimum of seven (7) calendar days. All supervisory/management and new positions must be posted a minimum of fourteen (14) calendar days.*

- e. Develop position advertising strategy. Human Resources and Hiring Manager will determine the appropriate advertising media for the vacant position and discuss associated advertising expenses.

3. Posting and Advertising the Vacant Position:

- a. Human Resources creates a position posting in NEOED and associated advertising is prepared. The position posting and advertising provides detailed information about the position as reflected in the job description.
- b. All positions are advertised online on the WCCS website and Alabama Community College System (ACCS) website. Additional advertising media may be considered, depending upon the position.
- c. If the Hiring Manager decides to cancel or modify the job posting, Human Resources must notify all applicants in writing of the changes and whether or not the applicants who applied for the first posting will be considered if the position is re-posted.

4. Meeting with Search Committee (if applicable): It is recommended that the Hiring Manager schedule an initial meeting with a representative from Human Resources and the Search Committee members to discuss confidentiality, job related criteria, objective evaluation of candidates.

5. Pre-Screening of Applicants Received: After the closing date of the job posting, Human Resources pre-screens all applicants based upon the required qualifications referenced in the job description and any required supplemental documents or questions requested by the Hiring Manager. Human Resources will forward applicants that meet the pre-screening criteria in NEOED for Hiring Manager Review.

6. Hiring Manager Confirms Interview Questions. The Hiring Manager will generate a list of interview questions that reflect the advertised qualifications and selection criteria. Interview questions must be asked of all applicants interviewed. There are certain interview questions that cannot be asked, based on specific legal requirements under Federal and/or State law. The Hiring Manager must ensure interview questions are legal by asking interview questions that are job-related. All interview questions are to be reviewed by Human Resources to ensure consistency and the removal of non-qualifying questions. This step must be completed prior to the release of candidates to the Hiring Manager/Search Committee.

7. Hiring Manager Screening of Applicants: After Human Resources screens applicants for minimum qualifications, the Hiring Manager will receive an email notification to screen applicants.

NOTE: *Hiring Managers are required to avoid bias in the screening, interview and selection process.*

- a. Hiring Manager and/or Search Committee receives an email from NEOED (info@NEOEd.com) notifying them of applications awaiting SME (subject matter expert) Review.

NOTE: *only Hiring Managers are able to “pass or fail” applicants. Search Committee members have “view only” access.*

- b. To review applications, go to <https://login.neoed.com/authentication/saml/login/accs> and log in.
- c. Click on Job.
- d. Click on the name of the first Candidate to be reviewed. The application will display along with work experience and education for review.
- e. Review the applicant’s application and resume against the position description. Select Pass or Fail based upon the applicant’s credentials in comparison to the job description.

NOTE: *The Hiring Manager will only receive applicants to review who meet the required qualifications in the position description.*

- 1) To move a candidate forward in the recruitment procedure, select the Pass button and Click Submit.
- 2) If a candidate is not selected to move forward with the recruitment procedure, select the Fail button and select the “Inactivation Reason.”

NOTE: *Only use “Not Best Qualified” for this purpose.*

NOTES:

- *Never use the “Other” button when evaluating Candidates. The “Other” button will not move them forward in the recruitment procedure, nor remove them from consideration.*
- *The Hiring Manager must click Complete Review or nothing gets saved.*

- f. Continue reviewing until all Candidates have been reviewed.
- g. Click Complete Review
 - Click OK to notify Human Resources that the screening is complete.
 - The date and time of the last completed review notification will display.
 - The Hiring Manager will receive an email from NEOED (info@NEOEd.com) that the SME Review is Complete.
- h. While screening and interviewing, the Hiring Manager and/or Search Committee are required to follow the steps below to ensure equity and objectivity in the recruitment process:
 - 1) Ensure that the applicant meets the required criteria of the position. The job description is posted on WCCS website posting.
 - 2) Recognize and avoid selection / interview bias. Remain as objective as possible during the screening and interview processes. Keep the following potential biases in mind:

- *Stereotyping* - Attributing certain characteristics to a particular group of people. For example: Referring to the person in a position as “she” or “he” because of a stereotype.
- *Halo effect* – Regarding highly an individual who has a characteristic the evaluator particularly likes while disregarding other qualities. For example: Selecting an applicant because they went to the same school or assuming the applicant will be a good employee based on similar interests. Conversely, disregarding someone because they are not like the evaluator.
- *First Impressions* – Judging prematurely based on appearance, handshake or voice. The first impression made in the first few minutes of an interview can bias the rest of the interview process.
- *Contrast* – Measuring against the last person screened/interviewed. For example, selecting a candidate based upon a comparison of other interviews because “that’s the best option we have at the time.”
- *Projection* – Attributing our own motives to others.

NOTE: *Keep the identity of all applicants confidential. People are naturally curious about who applies for vacant positions. The identity of all applicants for employment are to be kept in the strictest of confidence. This is especially important due to internal applicants desiring job advancement.*

8. Select and Schedule Candidates for Interview:

- a. Human Resources will confirm with the Hiring Manager how many top candidates should be referred for interviews (best practice is 5-10 candidates for a first round of interviews.)
- b. Human Resources will contact the Hiring Manager for dates, times, and location of interviews.
- c. Human Resources will set up candidate interview self-scheduling in NEOED.

NOTE: *Hiring Manager does not coordinate nor schedule interviews with candidates.*

- d. As each candidate schedules their interview, the Hiring Manager and Human Resources will receive email notification that an interview has been scheduled.

NOTE: *This interview may be added to the Hiring Manager’s Outlook calendar by selecting the Outlook link.*

9. **Interviewing Candidates:** Interviews may include remote interviews (Zoom or Teams), telephone interviews, or face-to-face interviews; however, it is recommended that all interviews be scheduled in the same manner (for example, if Zoom interviews are scheduled, all interviews must be Zoom interviews). During the interview, the pre-approved list of interview questions must be used. The Hiring Manager and/or Search Committee must ask the same interview questions of all Candidates. It is vital that consistency is maintained to make an objective and legal selection. If the Candidate has a visible disability, the interview question must focus on the Candidate’s ability to do the essential functions of the position “*with or without accommodation*”.

- a. Use interview evaluation document provided by Human Resources for each candidate interviewed.
 - b. Total scores for each candidate interviewed.
 - c. Select candidate for hire based upon cumulative scores of highest scoring candidate.
10. **Use of Testing Tools:** All testing tools must be reviewed and approved by Human Resources to validate and ensure compliance with EEO/AA principles and guidelines.
 11. **Search Documentation:** The Hiring Manager and Search Committee must forward to Human Resources all documents developed during the recruitment process to be maintained for according to state record retention laws.

Selection Candidate for Hire Procedures

1. **Hiring Manager Recommends a Candidate for Hire:** The Hiring Manager notifies Human Resources of the candidate recommended for hire.
2. **Human Resources Requests Verification of Employment Letters (if not yet received):** Human Resources will contact the candidate to request verification of employment letters from current or former employers and are used for salary placement. Verification of employment letters must be received prior to an offer of employment extended.
3. **Human Resources Completes Offer Process in NEOED:** Human Resources creates the offer process approval in NEOED. The offer process must include the following approvals:
 - Dean
 - Budget Approver
 - President
 - Human Resources

NOTE: *Full-time salary placements may require Chancellor approval.*

4. **Make Offer of Employment to Candidate:** Once ALL approvers have approved the Candidate for offer, Human Resources will call the Candidate with an offer of employment and will offer rate of pay on salary table based upon years of relevant experience. Candidates are generally allowed up to three (3) business days to consider an offer.
5. **Candidate Accepts Offer:** If Candidate accepts the offer, Human Resources will send an offer of employment letter via NEOED or email. An offer of employment is contingent upon the following:
 - Candidate providing documentation establishing eligibility to work in the United States as required by Federal Law no later than the first day of employment.
 - Satisfactory results of required background check.
 - Satisfactory completion of required employment forms and state required training.

6. **Candidate Declines Offer:** If candidate declines the offer, Human Resources will contact the Hiring Manager to determine if another candidate qualifies for the position to hire or if the Hiring Manager would prefer to repost the position.
 - Human Resources updates the candidate's record in NEOED with a "Withdrew" status.
 - Human Resources rejects remaining candidates in NEOED not qualified for the position.
7. **Rescind an Offer:** Under certain circumstances, it may be necessary to rescind a contingent offer of employment. In the event it is appropriate to rescind an offer, Human Resources will notify the Hiring Manager and Candidate in writing. These circumstances include, but are not limited to the following:
 - Candidate fails to comply with established timelines associated with the pre-employment screening process;
 - Candidate's background check is not satisfactory;
 - Candidate omits or falsifies information on the application or related documents.

Pre-boarding Procedures

1. **Notifying New Hire of Pre-Boarding / Onboarding:** Upon verbal acceptance of the offer of employment, the Human Resources Office will move the candidate to the Pre-board/Onboard phase of employment. The Pre-boarding phase includes a pre-boarding email from the Human Resources Office to request the completion of employment forms.
2. **Pre-employment Testing:** Pre-employment testing is conducted for validation of competencies as needed.

To ensure the College maintains a safe and productive work environment, Human Resources conducts pre-employment background checks on all new employees for hire. Some positions may require additional testing, depending upon the position.

A background check authorization must be completed prior to the hire date. Background checks will include, at a minimum, the following:

- A criminal record check covering a minimum of seven (7) years, although a criminal conviction does not automatically bar an applicant from employment; and
- A sex offender search.

The new hire must have completed the required testing prior to first day of employment. Human Resources must generally receive satisfactory results from all required background checks within seven (7) calendar days from the date of hire to continue employment.

3. **I-9 Verification:** To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. All employees must complete Section 1 of the I-9 form within three (3) business days of the hire date (first day of employment at WCCS). All employees must provide appropriate I-9 documentation within three (3) business days of the hire date, (List of Acceptable Documents is found on the I-9 form). Employees who fail to complete the I-9 within three (3) business days of their hire, date cannot begin work at WCCS. In

addition, WCCS complies with the [Immigration and Nationality Act](#) and does not discriminate against individuals based on their citizenship or immigration status, or based on their national origin, in the [Form I-9](#) process.

- a. **I-9 Retention:** WCCS must retain a valid I-9 for all its active employees. Once an employee has terminated, I-9 forms are retained for three (3) years from the hire date or one (1) year beyond the employee's termination date, whichever date is later.
- b. **I-9 Re-Verification:** Federal regulations require WCCS to update and/or re-verify the I-9 form when one of the following occurs:
 - 1) An employee is terminated and later re-hired by the College. The original I-9 is valid only when the employee is re-hired within three (3) years of the original hire date. Otherwise, a new I-9 form and E-Verify report must be completed. A new E-Verify report must be completed for all re-hires.
 - 2) An employee's work authorization is about to expire and a new or extended status has been approved, or the employee's status has changed to another non-immigrant or to immigrant status. No new E-Verify report is required for work authorization re-verifications.
 - 3) Re-verifications for terminated employees who are re-hired within three (3) years of the original start date should re-verify their I-9 with Human Resources.

Onboarding Procedures

- 1. **E-Verify:** E-Verify is a web-based program administered by the U.S. Department of Homeland Security (DHS), USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records, and whether the new hire is authorized to work in the United States.
 - a. The E-Verify website requires Human Resources to submit the following information about the new hire/re-hire:
 - 1) Whether the employee attests to be a citizen or national of the United States; a noncitizen national; a lawful Permanent Resident (with Alien #); or an alien authorized to work (with Alien # or Admission #).
 - 2) Employee Information required for the form I-9 includes first and last name, middle initial, maiden name, social security number, date of birth, passport number, alien number, visa number, I-94 number and passport expiration date (if applicable).
 - b. Human Resources is required to submit an initial verification query on the E-Verify website *within three (3) business days* of the employee's hire date. If the query is not submitted within that timeframe, Human Resources must note the reason for the delay and attach it to the form I-9.
 - c. After the query is submitted, DHS will respond in one of the following ways:

- 1) **Employment Authorized:** This response indicates employment eligibility is verified and the case may be resolved.
 - 2) **SSA Tentative Non-confirmation (SSA TNC):** This response indicates the employee's Social Security information could not be verified. The employee must be notified of the TNC response and referred to SSA if he or she contests the SSA TNC.
 - 3) **DHS Verification in Process:** This response indicates the non-citizen's information provided to SSA matches the information contained in SSA records, but did not match DHS' records. The case is then automatically referred to DHS for further verification. Human Resources does not need to take any action at this point. DHS will respond to most of these cases within 24 hours, although some responses may take up to three (3) Federal government workdays. Human Resources should check the system daily for a response.
- d. Human Resources writes the Case Verification Number (CVN) from the website on the employee's I-9 form and proceeds accordingly.

2. International Students (pending re-authorization): All new international students hired at WCCS and authorized to work in the U.S. with an F or J visa are required to complete an I-9 form. The original I-9 form, supporting documents and E-verify report are retained in Human Resources along with a copy of the work authorization.

3. **Official College Transcripts:** All employees must provide official college transcripts prior to the first day of employment. Staff may provide the official college transcript for the highest degree earned. Instructors (full-time and adjunct) are required to provide all official college transcripts. Upon receipt of official college transcripts, the Human Resources Office will upload a copy of the official transcript into the College's credentialing system.

NOTE: *Human Resources will allow a grace period of thirty days for the new employees to submit official college transcripts. Failure to submit official college transcripts past the deadline may result in separation of employment.*

4. **Department Onboarding:** The hiring manager will complete department onboarding of the new hire.
- a. Use the Onboarding New Hire Checklist Form to ensure a consistent practice of new employee onboarding.
 - b. Introduce new employees to coworkers.
 - c. Review job description with new employees.
 - d. Provide new employees with the resources, information and training they need to carry out their work safely and effectively.
 - e. Ensure that new employees complete online mandatory training.

- f. Set reasonable performance goals, standards and deadlines with all new employees during their initial period of employment.
- g. Conduct evaluations to review and answer any questions new employees may have regarding job tasks, goals, teams, institutional objectives and department outcomes.
- h. All departmental onboarding checklists should be returned to the Human Resources Office for placement in the employee personnel file.

Additional Provisions / Information:

Refer to the Pay and Salary Administration Policy.

Refer to the Employee Discipline Policy.