



New Hire Checklist – Supervisor

Spring 2021

Task	Location of Step	Expected Timeline for Completion	Notes
<b>Request Access to Jobspeaker</b>	<a href="https://careerhub.santarosa.edu/supervisor-service-requests">https://careerhub.santarosa.edu/supervisor-service-requests</a>	<ul style="list-style-type: none"> <li>Up to 48 hours after submittal</li> </ul>	<ul style="list-style-type: none"> <li>Only do once (ever). This does not need to be completed more than this.</li> </ul>
<b>Post position to Jobspeaker</b>	<a href="https://careerhub.santarosa.edu/supervisor-jobspeaker-information">https://careerhub.santarosa.edu/supervisor-jobspeaker-information</a>	<ul style="list-style-type: none"> <li>Five days to 30 days; dependent on length of recruitment</li> </ul>	<ul style="list-style-type: none"> <li>All positions must be posted for a minimum of one week to allow for positions to be applied for by all qualified candidates.</li> </ul>
<b>Reject applicants you choose not to interview on Jobspeaker.</b>		<ul style="list-style-type: none"> <li>Dependent upon supervisor</li> </ul>	<ul style="list-style-type: none"> <li>This will help a student looking for work know it's time to move on</li> <li>If we see a particular student struggling to find work, we may be able to set-up an appointment with our staff of professionals to offer assistance.</li> </ul>
<b>Offer interviews to all applicants you'd like to interview.</b>		<ul style="list-style-type: none"> <li>Dependent upon supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Please update in Jobspeaker, but it is recommended to reach out to the student via telephone or email as well.</li> </ul>
<b>Reject all applicants you will not be moving forward with hiring.</b>		<ul style="list-style-type: none"> <li>Dependent upon supervisor</li> </ul>	<ul style="list-style-type: none"> <li>See above</li> </ul>

<b>Offer position formally on Jobspeaker</b>		<ul style="list-style-type: none"> <li>• Dependent upon supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• This will allow for us to move to the next step in the hiring process. Hiring packet requests will not be issued without this step being complete.</li> </ul>
<b>Complete a hiring packet request</b>	<a href="https://careerhub.santarosa.edu/supervisor-service-requests">https://careerhub.santarosa.edu/supervisor-service-requests</a>	<ul style="list-style-type: none"> <li>• 24-72 hours from submittal</li> </ul>	<ul style="list-style-type: none"> <li>• This goes into the queue to generate hiring packets.</li> </ul>
<b>Complete the paperwork generated via adobe</b>	Will arrive by email from Adobe.	<ul style="list-style-type: none"> <li>• Dependent upon number of job offers during the same window</li> </ul>	<ul style="list-style-type: none"> <li>• Your sections will be marked clearly as to what you need to complete, what your supervisor needs to complete, etc.</li> </ul>
<b>FERPA Completion Notice</b>	Will arrive by email from Adobe	<ul style="list-style-type: none"> <li>• Dependent upon how quickly student completes training.</li> <li>• A two week window max is allowed – then we would have to resubmit.</li> </ul>	<ul style="list-style-type: none"> <li>• New for spring 2020</li> <li>• All students MUST complete FERPA training prior to being added to a schedule. This process is part of the hiring steps and you will be notified only when the student has completed the training and provided proof to HR and Student Employment that it is complete.</li> <li>• Please encourage new hires to complete as soon as possible.</li> </ul>
<b>Hardware &amp; Software Access Request</b>	<a href="https://careerhub.santarosa.edu/sectech-request">https://careerhub.santarosa.edu/sectech-request</a>	<ul style="list-style-type: none"> <li>• Dependent upon number of job offers during the same window</li> </ul>	<ul style="list-style-type: none"> <li>• This will need to be completed with IT via the ticketing system to ensure proper procedures have been completed.</li> <li>• Additional information can be located on the Standards of Equipment Issuance and Compliance for On Campus Student Employees &amp; Supervisors on this page of our website as well.</li> </ul>
<b>Student makes an appointment with IT to pick up prepared Hardware with proper software installed</b>		<ul style="list-style-type: none"> <li>• Dependent upon number of job offers during the same window</li> </ul>	