

## **New Hire Process**

### **Updated April 12, 2006**

#### **Pre-hiring**

- Candidate completes an application, including references and signature.
- Candidate completes a CORI application form.
- Hiring manager interviews candidate.
- Hiring manager checks references and completes reference forms.
- If interested in making an offer, hiring manager makes recommendation to the COO/Executive Director, who may request an interview.
- All hiring at The Polus Center must be pre-approved by the Executive Director and CORI checks must be completed before offers are made.

#### **Offering employment**

- Hiring manager makes verbal offer to candidate.
- If candidate accepts, hiring manager completes an offer letter and payroll status change form and sends to the Executive Director for signature.
- Candidate completes Employment Eligibility Verification form and provides required documentation. Hiring manager makes copy of documentation for the personnel file (such as driver's license, social security card, etc.).
- If in shared living or other DMR program, candidate provides hiring manager with a copy of current CPR and First Aid certificates.

#### **After hiring**

- New employee is given an orientation package, which includes:
  - Offer letter signed by Executive Director and Employee (make copy for files)
  - Form W-4 Withholding Allowance Certificate (2 pages)
  - Direct Deposit Request
  - Polus Personnel Policies
  - Timesheet form and deadlines for timesheets to be returned
  - Any other policies, information about The Polus Center and program that is applicable
  - Any other information pertinent to the job itself, like a job description, list of goals and objectives, and/or required training schedule
- Hiring manager returns documentation for filing
  - Application, reference form, CORI application, Eligibility verification, First Aid and CPR certification, job description/goals/training – send to Theresa Kane, 134 High St., Clinton, MA 01510. We will create a personnel file and update The Polus Center employee database.
  - Payroll status change, offer letter, Form W-4 and Direct Deposit Request send to Nadine Coughlan, PO Box 773, Petersham MA 01366. No paychecks can be issued until this information is received by Nadine.