



## **Hiring Process**

### **Full-Time Vacancies**

After conferring with the Human Resources (HR) Department and the President, the appropriate Vice President or HR Department will extend an offer of employment. All applicants may be subject to employment history verification, and all new employees will be subject to a criminal background check. Therefore, it is essential that applicants provide complete information regarding past employment. New hires must show evidence of US citizenship or legal residence in the US in order to be eligible for employment.

### **Temporary Staff and Adjunct Faculty Vacancies**

After conferring with the Human Resources Department and the appropriate Vice President, the position supervisor will extend an offer of employment. All applicants may be subject to employment history verification, and all new employees will be subject to a criminal background check. Therefore, it is essential that applicants provide complete information regarding past employment. New hires must show evidence of US citizenship or legal residence in the US in order to be eligible for employment.

## **Orientation**

### **New Full-Time Employees**

All new full-time employees are required to attend an employee orientation. The Benefits Manager will contact the new employee to schedule their orientation.

### **New Temporary Staff and Adjunct Faculty**

Information will be provided to the new employee by their direct supervisor regarding training sessions and workshops.