

Departmental Employment Process Worksheet

INSTRUCTIONS: In accordance with policy 2.005, Background Check, specifically the section on Conditions of Employment, each department is expected to comply with the process listed below as a means to verify the standards of this policy have been met. As each step of the process is completed, place a date in the box to the left of the standard. Following standard #9, this checklist is to be sent to Human Resources along with the required documents. Failure to provide HR with any standard, or this checklist, will result in no offer letter being generated to your candidate or, at a minimum, a delay in placement of your candidate. It is highly advisable to allow sufficient lead time in your hiring decisions, generally a minimum of five (5) days, for you and your prospective candidate to fulfill these standards before their first day of employment. This process is applicable to all departments having the Board of Commissioners as their appointing authority.

Date	Standard	Initiated by	Completed by	Forward to	Form Available thru
<input style="width: 50px; height: 20px;" type="text"/>	1 Application Completed	New Hire	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	2 Obtain copy of candidate's educational credentials required by job description/job posting	HR	New Hire	HR	---
<input style="width: 50px; height: 20px;" type="text"/>	3 Background Request Form Completed	Hiring Dept.	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	4 Authority to Release Information	Hiring Dept.	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	5 Fair Credit Reporting Act Rights	Hiring Dept.	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	6 Consent for Employment References	Hiring Dept.	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	7 Reference Check Form	Hiring Dept.	Hiring Dept.	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	8 Abstract Driver Record	Hiring Dept.	Safety Coord	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	9 Certification of Compliance (Vehicle Insurance)	Hiring Dept.	Hiring Dept.	HR Finance	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	10 Schedule Drug Screen & Background Check:				---
	Non-Transit Drivers	HR	Integrity	HR	
	Transit Drivers - Drug Only	Transit	Dr. Surso	HR	
	Transit Drivers - Background only	HR	Integrity	HR	
<input style="width: 50px; height: 20px;" type="text"/>	11 Background Check	HR	Integrity FBI/BCI		---
<input style="width: 50px; height: 20px;" type="text"/>	12 Employment Eligibility Verification (I-9)	HR	New Hire	HR	HR Web Site
<input style="width: 50px; height: 20px;" type="text"/>	13 Send offer of employment letter	HR	New Hire	HR	---
<input style="width: 50px; height: 20px;" type="text"/>	14 Prepare resolution for Board's action to hire	HR	HR	Board	---