



Sacramento Diocese Pastoral Center

Process for Posting Position, Scheduling Orientation, and First Day

REQUEST TO HIRE/REQUEST TO MODIFY POSITION

☐ Hiring Manager MUST complete the "Request to Hire" Form or the "Request to Change a Position" Form and submit to the Office of Lay Personnel for approval. The forms must have a job description attached and completely filled out. **A position will not be posted until this step is completed and approved.**

NEW POSTING

- ☐ Provide job summary and job description in word document to HR Generalist for position to be posted.
- ☐ Hiring Manager to meet with the HR Director to set up date/time for interviews and prepare interview guide.
- ☐ Resumes are placed in the G Drive for hiring manager to view and will be updated Monday, Wednesday, and Friday by 10am. Once the folder is created in the G Drive, the HR Generalist will email hiring manager with link to access applicant folder. Hiring manager will be able to access

POST INTERVIEWS AND ORIENTATION PREP

- ☐ Turn down candidates and interview guides provided back to HR Generalist.
- ☐ Hiring Manager to complete reference checks of final candidates.
- ☐ HR Generalist to schedule final candidates to complete assessments, as applicable (Hiring Manager is to inform HR Generalist of finalist). **Admin's must complete the following assessments before being hired:** Word, Excel and Spanish Translation (for bilingual positions).
- ☐ Candidate to be hired is returned to the HR Generalist with the following information:
 - ☐ Background check request
 - ☐ What does the new employee need (items sent to IT/Communications by HR Generalist):
 - ☐ Phone _____
 - ☐ Email _____
 - ☐ Business Cards _____
 - ☐ Who is the employee replacing _____
 - ☐ Keys _____
 - ☐ Specific database/applications new hire will need access to: _____
- ☐ Conditional Job Offer Letter to be sent to the HR Director for approval (**Job Offer cannot be extended without the HR Directors approval**). If it is an internal promotion then the PT200 Form will need completed submitted to Lay Personnel prior to the change occurring.
- ☐ The Conditional Job Offer Letter will be provided to the candidate with a letter from the HR Generalist specifying what new hire needs to bring in on first day.
- ☐ HR Generalist to schedule orientation (once confirmed HR Generalist will send schedule to the Director):
 - ☐ Meet and Greet with the Chancellor (provide a copy of application and resume)
 - ☐ New Hire Orientation and ADP procedures with the HR Director
 - ☐ Benefits Overview with Benefits Manager
 - ☐ Review of IT Ticketing System and Citrix with IT
 - ☐ Safety Tour/Building Tour with HR Generalist
 - ☐ Communications Orientation and New Hire Photo with Director of Media and Communications
 - ☐ Safe Environment Orientation with Safe Environment Coordinator
 - ☐ Front Desk Orientation with Front Desk Receptionist
 - ☐ Supervisor Orientation with HR Director (if applicable)
- ☐ HR Generalist create orientation packet with the following items included:
 - ☐ Time off Request
 - ☐ Dress Code
 - ☐ Example of Review Form
 - ☐ Employee Handbook
 - ☐ Infectious Disease Preparedness and Response Plan/International Travel Protocol/Telework Policy

- ☐ Job Description
- ☐ New Hire Paperwork
- ☐ Key Card

☐ HR Generalist to add new employee to internal tracker with anniversary dates.

ORIENTATION INFORMATION

Name: _____ Start date: _____
 Position: _____ Manager: _____
 Rate of pay: _____ Weekly hours: _____

MEET AND GREET

- ☐ Meet with Chancellor
- ☐ Meet with Communications
- ☐ Meet with Receptionist
- ☐ Meet with IT
- ☐ Meet with Safe Environment

PAPERWORK/HANDBOOK AND ADP REVIEW

- ☐ New Hire Paperwork.
 - PT100
 - W4/DE4
 - I-9
 - Job Description
- ☐ Review key policies.
 - Anti-harassment
 - Vacation and sick leave
 - FMLA/leaves of absence
 - Holidays
 - Time and leave reporting
 - Overtime
 - Performance reviews
 - Dress code
 - Parking
- ☐ ADP Review.
 - Review clocking in and out
 - Review approving timesheet
- Direct Deposit
- Emergency Contact Information
- Infectious Disease Protocols
- Handbook Acknowledgements
- Personal conduct standards
- Progressive disciplinary actions
- Security
- Confidentiality
- Safety
- Emergency procedures
- Visitors
- E-mail and Internet use
- Oratory Mass Guidelines
- Review placing comments on timesheet
- Supervisor functions if needed

BENEFITS OVERVIEW

- ☐ Review benefits available to employee (if applicable).
 - Medical
 - Vision
 - 403(b)
 - Dental
 - Life/Supplemental Insurance Options

IT TICKETING AND CITRIX OVERVIEW

- ☐ Review of help desk functions.
 - IT Ticketing System
 - Citrix

COMMUNICATION TO BUILDING

☐ HR Generalist will send out an email to Pastoral Center staff introducing the new employee.

SAFETY AND BUILDING TOURS

- ☐ Tour of facility, including:
 - Key card usage
 - Restrooms
 - Mail rooms
 - Copy centers
 - Bulletin board
 - Staff Parking
 - Printers
 - Office supplies
 - Kitchen
 - Emergency exits and supplies
 - Fax machines
- ☐ Safety Tour Checklist:
 - Safe Havens
 - IIPP Plan
 - Alarm sounds

THE FOLLOWING ITEMS THE DEPARTMENT SUPERVISOR IS RESPONSIBLE FOR COMPLETING:

FIRST DAY

- ☐ Provide employee with New Employee Workbook/Resources.
- ☐ Assign "buddy" employee(s) to answer general questions.

POSITION INFORMATION

- ☐ Introductions to Pastoral Center staff
- ☐ Review initial job assignments and training plans.
- ☐ Review job description, performance expectations and standards. New employee and hiring manager both to sign and date job description and turn into HR Generalist for personnel file.
- ☐ Review job schedule and hours.
- ☐ Review payroll timing, time cards (if applicable), and policies and procedures.

ADMINISTRATIVE PROCEDURES

- | | | |
|--|--|---|
| <input type="checkbox"/> Review general administrative procedures (department printer, printer code, mail code, etc.). | <ul style="list-style-type: none">• Office/desk/work station• Keys• Mail (incoming and outgoing)• Shipping (FedEx, DHL, and UPS)• Business cards (if needed) | <ul style="list-style-type: none">• Telephones• Conference rooms• Expense reports as needed• Office supplies• Purchase requests |
|--|--|---|

COMPUTERS

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Hardware and software reviews, including: | <ul style="list-style-type: none">• Email• Intranet | <ul style="list-style-type: none">• Microsoft Office• Data on shared drives | <ul style="list-style-type: none">• Databases• Internet |
|--|--|--|--|