

## HIRING NEW EMPLOYEES

The following is a list of actions that should be taken to post a position; before hiring, and after hiring a new employee:

### POST A POSITION

- Make sure there is a current **Job Description**
- **Classify** the position according to the Diocesan Guidelines (Appendix E in the Chancery/Parish Personnel Handbook)
- **Post** the position in the Parish Bulletin, Diocesan Web Site, Administrative Weekly etc.

### BEFORE HIRING

- **Notify** candidates who do not qualify based on the posted requirements for the job
- Set up **interviews** for candidates that meet the necessary requirements for the job
- **CHECK REFERENCES** – a job offer should be made *only after* checking references. Please read the Diocesan Policy on References.
- **Send** appropriate Agreement Letter to chosen candidate (Appendix D: D-4 and/or D-5)
- **Notify** candidates not selected in writing(HR can provide you with a sample letter)

### AFTER HIRING

- Make sure candidate is **Fingerprinted through Livescan** prior to commencement of work (please contact the diocesan office for Safe Environment)
- Make sure all **appropriate forms** are filled out the first day of work (W-4; I-9; Employee Information Form, Child Abuse Reporting Form; Pass the Shield the Vulnerable Training etc.)
- **Direct** new employees to area on the web site containing the Chancery/Parish Personnel Policies Handbook

You may always contact the Human Resources Department at 510-267-8363 or 510-267-8359 if you have any questions regarding the above procedure before hiring a new employee.