



**COMMUNITY
COLLEGE OF
PHILADELPHIA**

HUMAN RESOURCES DEPARTMENT

NEW HIRE CHECKLIST FOR PART-TIME FACULTY

NAME OF NEW HIRE : _____

DEPARTMENT: _____

SUPERVISOR/REPORTS TO: _____

| RESPONSIBLE DEPARTMENT | DOCUMENT/FORM | COMPLETED BY (Initials) | NOTES |
|-----------------------------------|------------------------------------------------------------------------------------------------------|-------------------------|-------|
| HIRING MANAGER/ HIRING DEPARTMENT | <input type="checkbox"/> Completed Application Form | | |
| | <input type="checkbox"/> C-form/Hiring Proposal | | |
| | <input type="checkbox"/> Resume/CV | | |
| | <input type="checkbox"/> Recommendation to Hire Memo | | |
| | <input type="checkbox"/> Transcripts (Undergraduate and Graduate or Waiver) | | |
| | <input type="checkbox"/> Background Check Consent Form (Summary of Rights must be given to new hire) | | |
| | <input type="checkbox"/> English Fluency Statement | | |
| | <input type="checkbox"/> Recommended for Hire (Dean or Dept. Head) | | |
| | <input type="checkbox"/> Background Clearance Certification for Provisional Employment Form | | |
| | <input type="checkbox"/> Rating Form/Interview Notes | | |
| | <input type="checkbox"/> Reference Checks (Optional) | | |

NOTE: FORWARD ABOVE FORMS TO ACADEMIC & STUDENT SUCCESS OPERATIONS – who will then forward to Human Resources

| | | | |
|---------------------------------|-----------------------------------------------------------------------------------------------|--|--|
| HR/TALENT ACQUISITION ASSISTANT | <input type="checkbox"/> Pennsylvania State Police Criminal History Report (PATCH) PA Act 153 | | |
| | <input type="checkbox"/> Completed Background Check Report | | |
| | <input type="checkbox"/> Child Abuse Clearance | | |
| | <input type="checkbox"/> FBI Fingerprint Clearance Certificate | | |
| | <input type="checkbox"/> Recognizing and Reporting Child Abuse Certificate of Completion | | |
| | <input type="checkbox"/> I-9 Form and Copies of Original Identification | | |
| | <input type="checkbox"/> W-4 | | |
| | <input type="checkbox"/> C-form | | |
| | <input type="checkbox"/> Post-Employment Data Form (PED) | | |

| | | | |
|-------------|------------------------------------------------------------------------------------------|--|--|
| | <input type="checkbox"/> Drug Free Workplace Form | | |
| | <input type="checkbox"/> Employee Handbook Acknowledgement Form | | |
| | <input type="checkbox"/> PA Workers Compensation Acknowledgement Form | | |
| | <input type="checkbox"/> Direct Deposit Form | | |
| | <input type="checkbox"/> Medical, Dental and Prescription Enrollment Forms/Documentation | | |
| HRIS | <input type="checkbox"/> Data entry into PPAIDEN (Person) | | |
| | <input type="checkbox"/> Data entry into PEAEMPL (Employee) | | |
| | <input type="checkbox"/> Data entry into PPAGENL (Degree) | | |
| | <input type="checkbox"/> Data entry into NBAJOBS (Job) | | |
| | <input type="checkbox"/> Data entry into PPABDSU (Taxes) | | |
| | <input type="checkbox"/> Data entry PPAEDN (Taxes) | | |

J-Number: _____

4IT ticket #: _____