

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 #: _____