



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
 - Hospitality Orientation with Bishop's Office (if applicable)
 - 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
 - Bulletin board
 - Staff Parking
 - Printers
 - Kitchen
 - Emergency exits and supplies
 - Fax machines

- Copy centers
 - Office supplies
 - Safe Havens
 - IIPP Plan
 - Alarm sounds
- Safety Tour Checklist:

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

- Review general administrative procedures (department printer, printer code, mail code, etc.).
 - Office/desk/work station
 - Keys
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Business cards (if needed)
 - Telephones
 - Conference rooms
 - Expense reports as needed
 - Office supplies
 - Purchase requests

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Microsoft Office
 - Databases
 - Intranet
 - Data on shared drives
 - Internet