

Regular Staff and Hourly Employee Hiring and On-Boarding Checklist

This process is intended to assist supervisors with the hiring and on-boarding process for **regular full-time and part-time hourly staff**. This excludes Federal Work Study student workers.

For questions regarding this process, please contact your immediate supervisor.

Hiring Checklist

This checklist should be completed in preparation for hiring a new employee.

- **Review Policy & Procedures manual**
PPM 1.023 – Policy on Hiring Regular Staff & Non-Student Hourly Employees
- **Job description approved by Sr. VP and submitted to President’s office**
PPM 1.023.C – Planning and Forecasting
- **Available funds for approved position confirmed by Business Office**
PPM 1.023.C – Planning and Forecasting; Job Specification and Position Description
- **Publish job description, conduct applicant search, and choose candidate**
PPM 1.023.C – Locating Applicants; Assessing and Selecting the Final Candidate; Follow-up
- **Complete and submit “Employment Approval Form” for the selected candidate**
***Located at: <https://portal.mobap.edu/faculty> under “Employee Forms and Resources”*
 - Obtain signature from Business Office confirming available funds
 - Obtain signature from Sr. VP
 - Obtain signature from President

On This Page:

- [Hiring Checklist](#)
- [On-Boarding Checklist](#)
- [First Week of Work Checklist](#)

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[Regular Staff & Hourly Employee](#)

On-Boarding Checklist

This checklist should be completed after the employee has accepted an offer and the “Employment Approval Form” has been completed and approximately 2 weeks before the employee begins work.

- **Schedule meeting with employee BEFORE start date to complete the following:**
 - Complete payroll and benefits paperwork
***Employee is required to bring acceptable identification from I-9 List of Acceptable Documents (USCIS Form I-9, Page 3: <https://www.uscis.gov/i-9>).*
 - Confirm start date/time
 - Discuss parking arrangement, desk location, etc.

Once the payroll and benefits paperwork has been submitted to Payroll, a welcome email will be sent to the new employee congratulating them on their new position and orienting them to MBU services and systems.

- **Complete the “Employee Setup Request Form” BEFORE start date**
 1. Navigate your web browser to <https://selfservice.mobap.edu>
 2. Login using your MBU username and password
 3. Click on the **Employee Setup Form** icon
 4. Complete the **Employee Setup Form** (Email helpdesk@mobap.edu with questions)***A completed employee setup form will generate an IT helpdesk ticket, and an IT technician will be in contact as necessary.*

First Week of Work Checklist

This checklist should be completed during the first few days when a new employee begins work.

- **Review information from Policy & Procedure Manual and Personnel Handbook with employee including, but not limited to:**

- Leave and time off expectations and policies (*PPM 5.014*)
- Dress code (*PPM 1.013*)
- IT policies (*PPM 1.006; 1.020; 1.021; 1.022*)
- Business hours, lunch, and break expectations
- Mail and shipping (*PPM 1.030*)
- Purchase orders and expense reports (*PPM 5.017; 5.020*)
- Office resources (copier, printer, IT helpdesk, etc.)
- Policy on Sexual Assault, Harassment and Other Sexual Offenses (including FERPA and Title IX training)

*** The Policy & Procedure Manual and Personnel Handbook are both located at: <https://portal.mobap.edu/faculty> under "Faculty/Staff Resources" in the left-hand navigation.*

- **Notify department/campus of new employee**

Possibilities include:

- Send out introductory email
- Set up introductions with key personnel
- Tour campus with new employee and make introductions
- Assign point-of-contact for the new employee to assist with general questions

- **Verify new employee has awareness of and access to campus systems**

- Computer
- Email, Calendars (including shared accounts)
- Phone/voicemail
- CAMS
- Network folders
- My MBU
- Department-specific websites and tools

- **Accompany new employee to Public Safety to obtain employee ID**

***The On-Boarding Checklist must have been completed before an ID can be properly printed.*

- **Accompany new employee to Public Safety to obtain parking sticker**

- **Other important considerations to be completed as needed**

- Key requests completed by Public Safety
- Copy/Print code for Multi-Function Printers issued by Business Office for older Konica-Minolta MFPs only
- Arrange department trainings
- Order office supplies/furniture
- Background check completed by Public Safety (*PPM 1.028*)
- Long distance phone code issued by Business Office
- Institution helpdesks (IT, UC, Operations, Public Safety)
- Text notifications (Text: 'mbufs' to 313131)