

HR Workflow Steps for Recommended New Hires:

Process Input: This process assumes that all committee interviews and reference checks have been completed and the hiring manager wants to make an employment offer to the successful candidate.

Other Resources: [Review the website links, “Creating a Hiring Proposal ” and “PeopleAdmin Job Posting and Applicant Workflow States” for more details.](#)

1. In PeopleAdmin, the hiring manager accesses the candidate record and changes the workflow state to “Recommend for Hire”.
2. An e-mail notice is then generated by the PeopleAdmin system and sent to the HR staff, indicating the candidate has been transitioned to “Recommend for Hire”.
3. HR will check if a Background Check (BGC) is needed and communicate with the hiring manager. If a new BGC is needed, HR will transition the PeopleAdmin application to “Background check pending”. This status initiates an email to the candidate informing the person to expect an email from HireRight to complete the background check. HireRight emails the BGC to the applicant’s email address as identified during the application process. HR then accesses the HireRight system and orders the background check to be sent to the candidate. Criteria for BGC:
 - a. If an applicant is a *current employee within the same department* and *rehired* into the same position (example: irregular wage employee that continues to be an irregular wage) and if more than 1 year has passed since their last BGC then the employee completes a new BGC.
 - b. If an applicant is recommended for a *new position within the same department* (example: classified, faculty, or administrator will remain in the same department, but be placed in a different position), and if more than 1 year has passed since their last BGC then the employee completes a new BGC.
 - c. If an *applicant is new or recommended for a different position in another department* (changes departments) a background check is required.
4. Possible outcomes of the BGC:
 - a. BGC is approved: HR proceeds to the next step in the hiring process.
 - b. Discrepancy in the BGC report: If there is a discrepancy in the BGC, it is sent to Risk Management and the HR Director for review.
 - i. If the hire is approved after the risk assessment review, HR sends to the applicant a “Condition of Employment” letter, as applicable. Permanent employment is pending until conditions are fulfilled.
 - ii. If the hire is not approved, HR sends a letter to the applicant to inform the individual they are not eligible for hire and notify the applicant if/when they would be eligible for employment at COCC. Hiring process ends here.

5. While the background check is being processed, the HR Director and Hiring Manager communicate regarding the Compensation Review and determine the initial compensation for the candidate. This step only applies to Classified, Administrative, and Faculty positions. Irregular wage or work study positions are hired based on established hourly wages.
6. Once the background check is complete, HR sends an email to the hiring Manager/Administrative Assistant notifying that the BGC is complete. The hiring manager can then contact the candidate, make the final offer, and proceed to the hiring proposal process.
7. **HIRING PROPOSAL:** The hiring manager creates a draft Hiring Proposal, and transitions it to "*Human Resources (move to Human Resources)*". The hiring proposal includes the anticipated start date for the employee.
8. The appropriate HR staff will review the hiring proposal and verify it is complete and then change the PeopleAdmin status to "Background Check Complete".
9. The HR approver for Hiring Proposals will receive a PeopleAdmin notification email and login to PeopleAdmin to approve the hiring proposal and transition the proposal status to "Hire Approved".
10. HR and the hiring manager receive an automated e-mail from PeopleAdmin noting the hire is approved. HR reviews and prints the hiring proposal, and assigns Onboarding and SafeColleges to the Applicant. HR then transitions the employee to "Hire" which will initiate an email to the employee to expect both onboarding and Safe Colleges emails.
11. Note: Onboarding and SafeColleges information can be sent to the email address entered by the applicant in PeopleAdmin during the application process or to the new employee's COCC email address (once it is created) so the applicant should be checking both.
12. The employee must complete the I-9 employment form within three working days of initial hire date.