

How to Hire Someone New

(A Two-Part Process)

HR

CP

1. You need to complete a New Employee Requisition Form for Human Resources (HR). This form will be used to gather signatures of various FHCRC departments to assure the funds are available to support the position. Once completed, it should be given to Bev Silver. The information needed includes supervisor name, budget number, percent effort, and job description.

1. Another important part of the process is to complete the New Employee Notification Form that is used by the CP Admin Team to prepare for an employee's arrival. This should be completed **at the same time** as the HR paperwork and emailed to Bev Silver. (Mark it TBN if you are recruiting for the position.) This form is available on the CP web page.

HR

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2. When the requisition arrives at HR, it will be assigned to a recruiter. You can ask to approve a listing and/or ad before it is posted. If you haven't heard from a recruiter within a couple of days, you can call HR (x5128) and ask them to track down your requisition and the name of the recruiter to whom it was assigned.

2. The New Employee Notification Form should be updated as soon as you have actually hired someone and have the name and start date. Again, your updated notification form should be submitted to Bev. She will circulate this information to all of CP Admin so they can make preparations for the arrival of the new person.

HR

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3. An HR recruiter will be as involved as you need him/her to be. Based on criteria you provide, they will screen applications, screen applicants by phone, or meet with potential candidates to narrow your field to the number you specify. If you prefer, you can ask to review every application. Once you have decided who to interview, your recruiter will arrange the interviews according to the schedule you provide. HR likes to meet candidates first to provide basic information about the Hutch, and then they send candidates over for the formal interview.

3. The Employee Identification # will be assigned by HR at the time the person completes required paperwork. This number will be sent to the supervisor via email and should be forwarded to Bev Silver. She will circulate this number to all of CP Admin which is required before an email account and room key can be ordered.

Note: If you are bringing in a non-employee (i.e., volunteer, intern, person on UW staff assignment, whatever), you must also complete a Human Resources Non-Employee Form.

HR

4. You may have one outstanding candidate or several. Whatever the outcome, you will want your HR recruiter to thoroughly check references. No matter how anxious you are to have someone start, NEVER proceed without this critical step. You can save yourself from potential grief later by checking a person's work history before an offer is made.

Human Resources Forms
(links available on the CP web page)

HR

5. Once you've decided who to hire, your recruiter will complete the bottom portion of the Human Resources Requisition Form with the name, hire date, and position title.

Your recruiter will also complete a Human Resources Action Form. Please request a copy for your records and one for Bev Silver (Admin records).

CP New Employee Notification Form