

CHECKLIST FOR HIRING RESIDENT ASSISTANTS

(Please direct questions to the RA Coordinator, Human Resources Office, Ext. 2347)

A full description of employment procedures and downloadable forms are available at the Human Resources Office website.

- Step 1** The director must ensure that there is an existing position (line) for a resident assistant. If not, a position must be created through the budget request process. If approved, the director will be notified in writing by the Vice President for Administration and Finance. The Human Resources Office will receive a copy of the approval and secure a position number. The position will appear in the budget for the new fiscal year.
- Step 2** For an applicant to be considered a qualified applicant he/she must meet all minimum qualifications for the category.
- Step 3** The director will submit the completed hire package to Human Resources. The hire package includes a Recommendation of Employment, personal reference verification, RA Application Form, and a Background Check Authorization Form.
- Step 4** The new employee must attend the scheduled orientation session. A new employee must bring his/her social security card and driver's license for U.S. Immigration and Naturalization Service requirements. An international employee must bring his/her passport, visa, I-94, I-20 and work permit. He/she must also bring a voided check or a savings deposit slip and bank routing numbers from his/her own account for direct deposit. All new employees are required to use direct deposit for payroll.
- Step 5** The employee is then set up in the payroll system.