

Contractor (Non-Benefited Employee) Hiring Procedures

New Positions

Part A: Hiring Manager (or designee) Responsibility

1. Post position on jobsite at jobs.fitchburgstate.edu/hr
 - a. If you do not have an account, you can request one at the site above.
 - b. Candidates must apply online to be considered for the position.
 - c. All contract positions must be posted – no exceptions without HR approval.
2. Hiring managers should review all applications.
3. Interview qualified candidates, at least 3 - 4 people.
4. Notify successful candidate of selection.
 - a. Determine start date.
 - b. Instruct them to check their email for hiring instructions and ask that they respond promptly.
5. Select the successful candidate as “HIRED” in the jobsite.
6. See Part C.

Part B: New Employee Responsibility

1. Check email for a message from HumanResourcesList entitled *Important Preliminary Hiring Information*.
 - a. Don't forget to check the SPAM folder, just in case.
 - b. This email will go out as soon as the hiring manager selects the candidate as “hired” in the jobsite.
2. Following the links in the email, complete the following documents:
 - a. New Hire Form
 - b. CORI Acknowledgement Form
 - i. Submit in-person to Human Resources with government-issued photo ID
 - c. Clearinghouse Form (only if degree verification is required)
3. Check email for a message from UMRA Notifications with the subject line “Welcome to Fitchburg State University” within 24 – 48 hours, sometimes sooner.
 - a. Don't forget to check the SPAM folder, just in case.
 - b. Email contains login and password information for email and Blackboard.
 - c. Follow instructions in the email.

4. Login to Blackboard
 - a. Go to *Human Resources Contractor Orientation* under *My Courses*.
 - b. Review policies and acknowledge receipt of them.
 - c. Acknowledge receipt of *Conflict of Interest Policy* in *Requirements* tab.
 - d. Complete Conflict of Interest Training and attach the certificate to assignment in the *Requirements* tab.
 - e. Print and complete payroll paperwork, located under the *Payroll Paperwork* tab.
 - i. You need everything under the *New Hire* section.
 - f. Return paperwork to your completed paperwork to your supervisor.
 - g. See Part D.

Part C: Hiring Manager Responsibility

1. Receive completed paperwork, review, and sign where appropriate. 2. Complete the addendum (last page of the Standard Contract)
3. Complete the I-9.
 - a. Immigration questions should be directed to HR.
4. Ensure timely delivery of paperwork to payroll.
 - a. Employee should not begin working until paperwork is complete.

Part D: New Employee Responsibility

1. Once payroll paperwork has been sent to payroll, check email periodically for a message from Workplace Answers.
 - a. Complete the two online trainings provided in this email, within 30 days of receipt.
 - b. You may begin working prior to completion of these trainings.

Rehired Positions (hiring employee into the same position)

Part A: Hiring Manager (or designee) Responsibility

1. Post position on the jobsite each fiscal year.
 - a. Post in June for July 1st.
 - b. Use same position template from the previous year, just change the dates.
 - i. Person who holds the position, that you intend to rehire, must submit an application for the position, utilizing the short-form on the job site.
2. Login to jobsite
 - a. Select candidate as “*REHIRE*”.
3. See Part C.

Part B: Employee Responsibility

1. Login to Blackboard.
 - a. Complete rehire paperwork.
2. Submit paperwork to supervisor.

Part C: Hiring Manager Responsibility

1. Receive completed paperwork, review, and sign where appropriate.
2. Complete addendum.
3. Ensure timely delivery of paperwork to payroll.

Additional Information for Contractor (Non-Benefited Employee) Hiring

1. Applies to personnel paid through payroll only. This does not apply to independent contractors, who are paid through the Finance Department.
2. All positions must be reposted each fiscal year, unless otherwise notified by HR.
 - a. People who hold the position must apply online using the short-form, and then be selected as *rehire* by the hiring manager.
3. If the position's incumbent leaves during the fiscal year, the position must be reposted, and the new hire procedures above must be followed.
 - a. Be sure to complete the *Separation Notification Form* online, to notify HR of the person who left. (www.fitchburgstate.edu/humanres)
4. Contract employees who have a contract for the full fiscal year, but do not work for a period of time during the fiscal year (due to life events, lack of grant funding, etc.) do not need a new contract to return to the same position within the same fiscal year.
5. Contract employees must utilize the Blackboard orientation site for completion of all required paperwork, training, and receipt of pertinent policies.
6. Full-time/benefited employees, who also work as contractors, only need to submit the *Standard Contract, Addendum, and Terms and Conditions*.
7. **If you are unsure of anything, before posting the position or otherwise making a determination about a position, please call HR at 978-665-3172 for clarification.**