

Personnel Administrator Steps for New Hires and Rehires

Step 1: When meeting with applicants...

For classified, hourly, student worker, graduate assistant, and work-study employees, PA reviews criminal conviction disclosure on eJobs application for job relatedness and initials next to criminal convictions section acknowledging that they have been reviewed. PA explains the importance of full disclosure of criminal convictions and takes appropriate action, as necessary.

Step 2: As the job offer is being made...

- For all positions, except those designated as “sensitive,” PA explains to the employee that s/he will receive two emails from HireRight: (1) one email requesting personal identifying information and the employee’s consent (eConsent) to have a criminal records check completed; and (2) another email inviting him/her to complete Section 1 of the Form I-9 before being placed on VCU’s payroll.
- PA obtains the following information (for Express Hire & HireRight entry) through phone conversation or at the in-person meeting with the new employee:
 - Name (as it appears on Social Security card)
 - Social Security Number (SSN)
 - Date of birth
 - Address
 - Gender
 - Email address (needed for HireRight)
 - Employee’s start date (ensures employee and PA receive Form I-9 auto-reminders from HireRight).
- For positions designated as “sensitive,” PA explains to the employee that s/he will receive an email invitation from HireRight to complete Section 1 of the Form I-9 and requesting availability (dates and times) to complete fingerprinting check with the VCU Police – **do not enter into HireRight.**

Step 3: After the job offer has been accepted...

- PA enters information into Express Hire.
- If the position is not “sensitive, PA enters information into HireRight for criminal background check and Form I-9.
- If the position is “sensitive,” PA enters information into HireRight for the Form I-9 and contacts VCU Campus Police to schedule new hire for date and time to get fingerprinted:
 - Melissa Severin, 828-3851

*Note: If the new hire is meeting with the PA, the PA should have the new employee **immediately** provide eConsent and complete the I-9 at that time.*

Step 4: On the first day of employment...

- PA logs into HireRight to ensure that the employee has eConsented and completed Section 1 of the Form I-9.
*Note: New employee **must** complete Section 1 **on or before** the first day of work.*
- PA informs new employee to include campus and work addresses on the Personal Data Form (PDF).

Step 5: Within first 3 days of employment...

- PA meets with all new employees *no later than* three days after hire to complete new hire paperwork.
- PA reviews Section 1 of the Form I-9, verifies documents provided, and electronically signs and dates Section 2.
- Employee completes PDF.
- PA signs PDF acknowledging that appropriate criminal conviction check and Form I-9 have been completed and that campus and work addresses have been reviewed.

Note: HR will not process new hire paperwork without HireRight eConsent, or response from VCU Campus Police (if position is “sensitive”), and a Form I-9 in HireRight with the status of “Complete.”

Step 6: Once all new hire documents have been collected...

PA submits new hire paperwork to HR Operations for all hires.

Note: For new-hire/rehire forms, go to www.hr.vcu.edu/jobs/QuickReferenceNewHire.pdf.