Louisiana Department of Culture, Recreation and Tourism

# GUIDELINES FOR THE HIRING PROCESS FROM SELECTION TO ORIENTATION

## Pre-employment Requirements

- Before offering the job to any candidate (regular or wage), the supervisor must complete the "Conditional Offer of Employment" form containing all of the details of the job offer including job title, salary, tentative start date, schedule or shift, etc., and obtain Appointing Authority approval.

- Once all of the details on the Conditional Offer form have been verified and approved, make an appointment for the candidate to come in. During the meeting, make the job offer and give a copy of the completed Conditional Offer form to the candidate. Discuss all of the requirements listed on the form and ask the candidate if he is in agreement with the job offer and able to comply with the requirements. If there are any items for which he cannot comply, explain that he must be able to comply prior to being hired. If he needs to open a bank account, give him a direct deposit form to take to the bank. If he does not have an original Social Security card, instruct him to go to the Social Security office and request one. He can ask for a screen print verifying his Social Security name and number to bring to orientation. If he requests a waiver of direct deposit, give him the waiver form to complete. It must be pre-approved prior to the first day of hire.

- If the candidate is in agreement with the Conditional Offer, give him the drug testing packet and proper instructions. Tell him that you will notify him of the results.

- When the supervisor receives the drug testing results and is given the clearance to hire, call the candidate and confirm the start date. Because the start date may be different from the "tentative" date originally placed on the Conditional Offer form, be sure the 301 form has the correct effective date. We rely on the Conditional Offer form for job title and salary information and to know that the supervisor has informed the candidate of what he must bring with him to orientation. We rely on your telephone call for a start date and the 301 form for the effective date of hire that we enter into the ISIS system.

## Orientation Scheduling

- Once a start date has been confirmed and the candidate has an understanding of what he must bring with him to orientation, the supervisor must call Human Resources to schedule orientation if the new employee is to work in the general Baton Rouge Area. The employee must not be hired or asked to begin work prior to orientation without prior approval of your Appointing Authority. The employee is in paid status during orientation and must not be asked to complete paperwork in advance of the hire date. It is mandatory for Human Resources to conduct orientation in Baton Rouge for employees in the following offices: Capitol Annex, State Library, Audubon, Centenary, Port Hudson, Rosedown, and Tickfaw.

Other sites are invited to send their new employees to Baton Rouge for orientation, but it is not mandatory. We are attempting to consolidate orientation to Mondays to avoid having multiple sessions each week, but we will do everything possible to accommodate offices with unusual circumstances.

- During times of peak/seasonal hiring, upon request, Human Resources staff will be available to assist with orientation on-site.

**Orientation Day in Baton Rouge or On-site**

- When the new employee arrives for orientation, whether in Baton Rouge or on-site, the supervisor must check to be sure the employee has met the requirements outlined on the Conditional Offer form. The new employee MUST have passed the drug test, have a picture ID, original Social Security card with correct name, birth certificate (if eligible for retirement), a checking or savings account with voided check (unless he has been pre-approved for a waiver of direct deposit) and all other required information.

**Orientation Day On-site**

- Compile an orientation package of all the required documents prior to the arrival of the employee. Follow the checklist to insure that everything is completed. Make sure all documents are the most recent updates and that all signatures are in place, including witness signatures. Remember that the checklist must be signed by the employee and the processing authority. The signatures follow the benefits section and are often overlooked. If the employee is ineligible for benefits, the benefits section on the checklist must still be marked "not applicable" or "N/A." When the employee signs the checklist, he is indicating that everything has been explained to him and that he had an opportunity to ask questions.

- It is the responsibility of management at the orientation site to insure that all enrollment documents are forwarded to Human Resources in a timely fashion. Timekeepers are unable to enter an employee's time worked until HR has set the employee up in the ISIS system. If the paperwork is incomplete, we are unable to set up the employee and his pay check may be delayed.

- When sending in the paperwork, please send everything together as a package. Be sure to include the employee's application, college transcript (if applicable), recapitulation report, reference checking notes, enrollment documents, acknowledgments, and identifications. The only documents that can be sent separately are the health/life insurance enrollments because the employee has 30 days to enroll.