SOP NEW HIRE PACKAGE

Hiring Manager Select candidate Make verbal offer of employment Submit New Hire Transaction form to Office Manager Office Manager Notify Finance of New Hire Prepare Offer Letter Review Offer Letter Review Offer Letter with Hiring Manager Send Offer Letter to Candidate

New Hire Candidate

- Sign Offer Letter
- Return Offer Letter to Hiring Manager

Hiring Manager

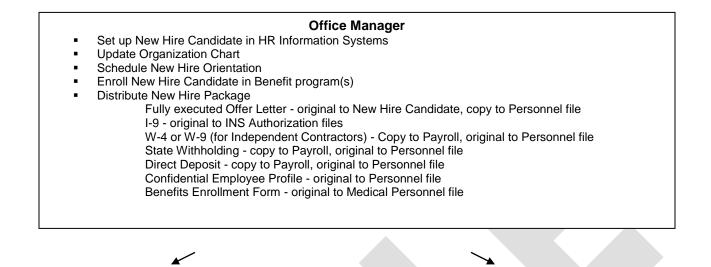
- Countersign Offer Letter
- Forward Offer Letter to Office Manager

Office Manager

- Notify Office Services (Technology, Telecommunication, Office Supplies, Security) of new hire start date
 - Prepare New Hire Package
 - Use appropriate CD template
 - Note: take special care to revise and re-embed agreements
- Forward New Hire Package to New Hire Candidate
- Mail (via US post) COBRA Initial Notice to New Hire Candidate's home (address to New Hire Candidate and all dependents)

New Hire Candidate

- Complete New Hire Package (Note: I-9 documentation must be viewed and verified by staff member)
- Return New Hire Package to Office Manager





- **Countersign Agreements**
- Return Agreements to Office Manager

Payroll . Set up New Hire Candidate in payroll system

Office Manager

- Return original, fully executed agreements to New Hire Candidate Copy of fully executed agreements to Personnel file