**NEW ADJUNCT FACULTY\***

**HIRING PROCESS CHECKLIST FOR COLLEGES/DEPARTMENTS**

The Hiring Process Checklist is developed to help support the successful hiring and onboarding of new Adjunct faculty\* appointments. The checklist details the required steps and important tasks required for completion of hiring prior to the start of employment. Please plan your hiring efforts well in advance of each quarter/semester. College/departments are also encouraged to monitor the candidate pools to ensure there are sufficient candidates available to meet your hiring needs.

Human Resources is available to assist and coordinate your recruitment needs. If you have any questions, please contact Sheryl Denney, HR Associate at [sdenney@ewu.edu](mailto:sdenney@ewu.edu).

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|  | **Application Checklist** |
|  | New Adjuncts are required to complete the EWU application process through EWU Employment Opportunities. Applications can be submitted anytime at <https://jobs.hr.ewu.edu/postings/6797> \***New adjuncts are defined to include**:   * Individuals who have never worked for EWU; or * Individuals who have been separated from employment from EWU for a period of one year or more. |
|  | Sexual misconduct background checks required by chapter 28B.112 RCW are completed by HR. If you are seeking immediate hire, notify HR immediately after the application has been completed so the process can be prioritized. Questions about the status of checks can be sent to [sdenney@ewu.edu](mailto:sdenney@ewu.edu). |
|  | Upon successful sexual misconduct check, the applicant is placed in the hiring pool. Department should interview and conduct reference checks, as needed. Sample questions are available in the Adjunct Faculty Onboarding Toolbox at <https://inside.ewu.edu/hr/supervisor-tools/> .  **Candidates must be in pool to be eligible for hire by the Department.**  Authorized staff can access the applicant spreadsheet (pool) at <https://docs.google.com/spreadsheets/d/1IfkiKIcOH6ZdSwZMvp9umTcUYGkxylg5/edit#gid=957489218>  to check status of candidate pool. Individuals who are highlighted in green have cleared the sexual misconduct check and are in the hiring pool. |
|  | If the Department elects to offer a position to an applicant, contact the applicant and initiate hiring process through the Department Chair and College Financial Officer (CFO). The CFO initiates the Appointment Letter and New Hire Paperwork packet to the applicant. Please copy Sheryl Denney in HR to ensure continuity in the process. |

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|  | **Hiring Checklist** |
|  | **Appointment Letter and New Hire Paperwork.** Typically, the CFO sends the new Appointment Letter and New Hire paperwork and information to the applicant including the Associate Dean and Department Chair. HR encourages completion of new hire paperwork at least four weeks prior to the quarter/semester.   * [Onboarding – Human Resources (ewu.edu)](https://inside.ewu.edu/hr/onboarding/) * [Faculty Resources – Human Resources (ewu.edu)](https://inside.ewu.edu/hr/faculty-resources/) |
|  | **Request Adjunct Completes New Hire Paperwork (ASAP) & Ensure PAF Submitted to HR*.*** *These two steps must be completed before the individual is set up in the Banner system and gains access to email and Canvas.* Completed paperwork can be deposited in the HR filedrop at <https://filedrop.ewu.edu/newhire>. It typically takes at least 3 to 5 days to enter individuals in the HR system after receipt of required information.  The paperwork is available on the [HR Onboarding Website](https://inside.ewu.edu/hr/onboarding/)[[1]](#footnote-1), (New Hire Forms).  □  **I-9 Form**--Note: If their I-9 is not verified prior to the first date of work, ensure they review the I-9 instructions, and bring the proper **original** personal identification to show to on their first day. (Copies of personal identification e.g. passports, birth certificates, etc. cannot be accepted).  □ **W-4**  **□ Retirement Declaration Form**  **□ HireRight** criminal background check. The adjunct will receive an email link from HireRight to complete a criminal background check, if current documentation is not on file (background checks are good for two years). If questions regarding status contact [HR@ewu.edu](mailto:HR@ewu.edu).  **□ Immunization Requirements**--Ensure they complete [immunization requirements](https://inside.ewu.edu/hr/onboarding/)[[2]](#footnote-2) for MMR & COVID vaccinations or obtain a medical or religious exemption. (COVID not required if working fully remote or if will begin employment June 1, 2023 or later).  **□ Remote Work Request Form** (only if working remotely)—Ensure they complete the [Remote Work Request Form](https://inside.ewu.edu/hr/employee-remote-work-request/) which includes necessary information the university must have to apply correct payroll taxes.  □ **Employee Demographic Form** |
|  | Following completion of new hire paperwork, NetID and email are established. If questions regarding status of NetID or email, contact HR at HR@ewu.edu. |
|  | Request HR setup new hire in SIAINST and if needed for Canvas access, submit workflow request at <https://inside.ewu.edu/clss/addrequest/> . |

1. [*https://inside.ewu.edu/hr/onboarding/*](https://inside.ewu.edu/hr/onboarding/) [↑](#footnote-ref-1)
2. [*https://inside.ewu.edu/hr/onboarding/*](https://inside.ewu.edu/hr/onboarding/) [↑](#footnote-ref-2)