**NEW REMOTE ADJUNCT FACULTY\***

**HIRING PROCESS CHECKLIST FOR COLLEGES/DEPARTMENTS**

To help you ensure new remote working adjunct faculty successfully and timely navigate the Application and Hiring Process, this checklist details the required steps and identifies important tasks new adjuncts are required to complete prior to the official start of employment.

You are encouraged to engage in advance planning well in advance of each quarter/semester regarding the anticipated needs for adjuncts in your college/department and encouraged to monitor the candidate pools to ensure you have sufficient candidates available to meet your department/college/unit needs. If you do not have sufficient candidates in the pool, contact HR and coordinate recruitment efforts. 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 application process through PeopleAdmin. \*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.   Applications can be submitted at <https://jobs.her.ewu.edu/postings/6797> |
|  | Sexual misconduct background checks required by chapter 28B.112 RCW are completed by HR. If you are seeking immediate hire of an individual, notify HR so the check can be prioritized. Questions about the status of checks can be sent to [HR@ewu.edu](mailto:HR@ewu.edu). |
|  | If the sexual misconduct check is successful, the applicant is placed in the hiring pool. Department should interview and conduct reference checks, as needed. Sample questions are available in Adjunct Faculty Onboarding Toolbox at <https://inside.ewu.edu/hr/supervisor-tools/>  **Candidates must be in pool to be eligible for hire.** |
|  | If Department elects to offer a position to applicant, contact applicant and initiate hiring process. In most colleges this is done by the CBO or Chair. Sheryl Denney in HR should be copied on any communications to ensure continuity in process. Authorized staff can access the applicant spreadsheet 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. |

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|  | **Hiring Checklist** |
|  | **Appointment Letter and New Hire Paperwork.** Typically, the CBO sends the appointment letter and new hire paperwork link to applicant. Copy Sheryl Denney, in HR, on these communications so other required processes (e.g. criminal background check) can be initiated by HR. We encourage completion of new hire paperwork at least four weeks prior to the quarter/semester. The Adjunct Faculty Onboarding Toolbox (<https://inside.edu.edu/hr/supervisor-tools/> ) includes a sample email, appointment letter template, checklists, etc. New hire paperwork can be found on the [HR Onboarding Website](https://inside.ewu.edu/hr/onboarding/) |
|  | **Request Adjunct Completes New Hire Paperwork ASAP & Ensure PAF Submitted to HR.** These two steps must be completed before the individual to be set up in the Banner system and gain access to email and Canvas. Completed paperwork can be deposited in the HR filedrop at <https://filedrop.ewu.edu/newhire>. If required paperwork is not received prior to adjunct’s first day, ensure they bring all completed forms on their first day. HR cannot set up ID or email until they have adjunct’s SSN, demographic info, DOB, etc. It typically takes at least 3 to 5 days to place individuals in the 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 a current one 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 or obtain a medical or religious exemption.  **□ Remote Work Request Form—**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 create setup in SIAINST and if needed, request that Records and Registration assist with Canvas setup. |

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)