

Part-Time New Hire Procedure:

1. HR to be in charge of the process and to provide the initial offer letter and the employment agreement to the candidate within two business days of the candidate's start date.

For part-time instructors, the offer letter and employment agreement must include the part-time instructor offer letter and employment agreement template provided in the HR portal under Part-Time Instructors to OFFICIAL.

2. HR to provide the initial offer letter and employment agreement to the candidate within two business days of the candidate's start date and to provide the initial offer letter and employment agreement to the candidate within two business days of the candidate's start date and to provide the initial offer letter and employment agreement to the candidate within two business days of the candidate's start date.

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Training
80%
80%
HR
HR

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The candidate will need to click 'Complete the Course' after achieving the passing score in order for the training to be marked complete in the software.

HR