**Recruit, Hire and Onboard**

The HR Generalist referenced in the information below is Pete Nelson and he can be contacted at [peter.nelson@libraries.idaho.gov](mailto:peter.nelson@libraries.idaho.gov)

**Recruitment & Selection**

* **Hiring Manager/Agency Designee** – Submit the [recruitment request form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdhr.idaho.gov%2Fwp-content%2Fuploads%2F2023%2F08%2FRecruitment-Request-Form-.docx&wdOrigin=BROWSELINK) to the HR Generalist.
* **HR Generalist** – Collaborate with Hiring Manager/Agency Designee to draft job positing and discuss any additional marketing needed for the position.
* **Hiring Manager/Agency Designee –** Review posting and provide any updates or additional information.
* **HR Generalist –** Post announcement, respond to candidate inquiries as appropriate, move the candidates through the recruitment process, generate a referred list, notify the Hiring Manager/Agency Designee and provide guidance on the hiring and selection process.
* **Hiring Manager/Agency Designee –** Provide updates to the HR Generalist regarding:
  + candidate screening criteria – criteria used to determine which candidates would be moving forward in the hiring process;
  + interview dates and candidates identified for interview;
  + reference checks
* **Hiring Manager/Agency Designee -** Provide all interview notes and supporting documentation to HR Generalist to be maintained in the recruitment file.

**Job Offer**

* **Hiring Manager/Agency Designee –** Once references are completed notify HR Generalist of selected candidate.
* **HR Generalist –** Work with hiring manager on pay and start date and provide offer letter for the candidate once all approval steps are completed (typically completed in Luma).

**Pre-boarding**

The timeframes indicated below are estimated to ensure that the new hire has all access on their first day. Actual time will vary depending on agency support and workload.

***Two Weeks Prior to Start Date***

* **Hiring Manager/Agency Designee -** IT Request for email, network access, phone and computer equipment and any additional access needed.

***Week Prior to Start Date*** –

* **Hiring Manager/Agency Designee -** After receiving employee work email information please send to HR Generalist.
* **Hiring Manager/Agency Designee** - Send email with directions on when and where to report as well as any items to complete prior or bring the first day such as I-9

~Example~

*Hi, XXXX!*

*We are all excited for you to start work at AGENCY on DATE. When you arrive, you can park LOCATION.*

*AGENCY business hours are Monday through Friday, 8:00 am to 5:00 pm. Please arrive at TIME. I will meet you LOCATION DETAILS.*

*Our team will help you get your state ID badge and parking pass. Please be sure to bring either your passport OR both your driver's license/state ID and social security card for your I-9. The rest of your new hire documents will be completed in Luma, our personnel/HR system.*

*Please let me know if you have any questions. Thank you and we will see you on your first day!*

**Onboarding**

***Start Date*** –

* **Agency Designee** – Complete [Form I-9](https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf) with employee, take copies of related documents and provide all information to HR Generalist through encrypted email.
* **HR Generalist -** Process/enter hire into the system
  + **Hiring Manager/Agency Designee** – Please note that employees will not receive a state ID/email until all approvals have been completed in the system.
* **HR Generalist** - Enroll new hire in respectful workplace training and cybersecurity in Luma.
* **Hiring Manager/Agency Designee** – Request role access through your assigned agency Security Request Administrator.
* **Hiring Manager/Agency Designee** - Coordinate items as necessary – badge, parking pass, etc.
* **HR Generalist –** Send welcome email with new employee information and scheduled time for onboarding (every Tuesday). The hiring manager will be copied.

~Example~ Please note, this is an example email. It may not exactly reflect the email going out to the employee. Updates may be made as necessary.

*Welcome to Agency!*

We are so excited that you have joined AGENCY team. As HR, we provide support to AGENCY employees in areas such as onboarding, benefits coordination, recruitment, employee accommodations, etc. We look forward to working with you in your new role, starting with getting you onboarded as a new employee!

You are scheduled for onboarding DATE and TIME. Below is a Teams Meeting link to join the virtual onboarding session. We will be covering benefits information, timesheets, new hire information, and required statewide trainings, etc. The following is information, resources and trainings to get you started.

1. ***Welcome Video*** *- Please watch the* [*welcome video*](https://dhr.idaho.gov/welcome/)*. The video includes information for new employees and our information system.*
2. ***New Hire Paperwork*** *-* Your new hire paperwork is primarily completed in Luma, our statewide system for personnel and payroll information.  Check your email for communications on your State ID and registering for Luma. In this system you will enter your time, review and complete your W-4, benefits elections (30-day requirement), beneficiaries, contact information, direct deposit, emergency contact and much more! *\*Please let me know if you have not received your Luma login information at least 2 days prior to your onboarding session.*
3. ***Benefits Information -*** *\**[*Click here*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdhr.idaho.gov%2Fwp-content%2Fuploads%2F2023%2F08%2FHelpful-Benefit-Links.docx&wdOrigin=BROWSELINK) *for information to consider when deciding on your benefit options.*
4. **Training –** You will be assignedthe required statewide Respectful Workplace and Cybersecurity trainings within Luma, as well as 5 basic Luma trainings that will help you become familiar with the system. We will provide information on how to access those trainings.

*Please let me know if you have any questions on the information above or issues accessing any of the links.*

*Thank you and see you soon!*

* **Hiring Manager/Agency Designee** - Schedule agency specific training (DHR and assigned agencies)
* **HR Generalist –** During Onboarding, HR will go over Luma profile, benefits information, timesheets, new hire information, required statewide trainings with new employees through virtual meetings.
* **HR Generalist –** following onboarding, HR will send a checklist to the employee with tasks for them to complete as a new employee.

**Transfers**

**Hiring Manager/Agency Designee** - Requirements vary depending on the type of transfer. Please work with the HR Generalist regarding steps and information required.

**Separations**

**Hiring Manager/Agency Designee** - Please provide the employee’s resignation notification, effective date and reason for separation to the HR Generalist. Processing offboarding actions are time sensitive so please provide the information as soon as you are aware.

**Hiring Manager/Agency Designee –** Submit an IT ticket regarding the employee’s separation and access termination.

**Hiring Manager/Agency Designee –** If the employee separating is a supervisor notify the agency Security Request Administrator to process the termination of the employee’s manager access in Luma.