

61st Street Service Corporation

SUPERVISORY POLICIES & PROCEDURES

PROCEDURE: 2. HIRING A NEW EMPLOYEE

NOTE: PERSONNEL REQUISITIONS MUST BE APPROVED PRIOR TO MAKING ANY VERBAL OFFER TO A PROSPECTIVE EMPLOYEE.

1. [Upon verbal offer to candidate](#) please provide completed:

- New Hire Request Form (*Pls. complete all fields*)
- Background Authorization & Disclosure Form
- Declaration of Eligibility for Employment Form

In addition also provide:

- Approved personnel requisition
- Provide copy of completed application for employment
- Provide copies of applicant interview evaluation forms.
- Provide copy of resume
- Provide at least two references. If references have been previously verified, please provide documentation.
- For Clinical Staff please provide current license or certificate.
- For Clinical Staff working at **Cornell sites only**, please provide liability certificate.

****Paperwork must be submitted 7 business days prior to start date.**
Forms should be faxed to HR at 326-8700.

Upon receipt of the signed offer letter from the prospective employee please forward:

2. Copy of signed offer letter received from employee.
3. Provide a copy of the job description (signed by employee).
4. Completed I-9 form along with two forms of identifications

For Part –time & temporary employees the following paperwork is also needed:

- Provide W-4 form
- Provide Personnel Record
- Provide signed confidentiality agreement

An orientation session will be given to the employee. **The Human Resources Department will contact your office to schedule the employee for orientation.** Should you have any questions regarding this procedure please contact Human Resources @ 212-326-8462.

*** Please note: Failure to submit all required paperwork may result in processing delays.**