

Hiring Steps for Administrative Employees

At Morningside Campus

The following are the hiring steps that must be completed for all administrative staff:

1. The School/Department:
 - Identifies the finalist in the JAC System
 - Sends e-mail to HR client manager requesting to close the posting
 - Once the posting has been closed, changes the applicant's status to "Finalist" and updates the Hiring Proposal, Salary Tabs, and, for CUMC, the Special Indications tab
 - Submits the finalist for clearance
2. HR client manager clears finalist in JAC System.
3. School/department extends contingent offer of employment and finalist accepts.
4. School/department initiates the background check. At CUMC, CUMC HR initiates the background check once the finalist is cleared in the JAC System.
5. CUHR clears the finalist's background check.
6. School/department changes status of the finalist to "Hired" and the status of remaining applicants accordingly (Interview Not, Hired; Not Interview, Not Hired and includes the reason for nonselection).
7. School/department prepares new hire paperwork.

At CUMC Only

- Drug screenings are required for all support staff and are scheduled through our background check third-party vendor. Drug screenings are required for Officers of Administration who are subject to Joint Commission mandates, including Variable Hour Officers, and are scheduled through the CUMC Medical Surveillance Appointment System.
- Medical surveillance is required for all employees who are subject to Joint Commission Mandates.
- Drug screening and medical surveillance clearances must be granted before a finalist is permitted to start work.
- Background checks are required for all employees, including Variable Hours Officers.

Work-Study Students

Key Actions:

- Carefully review all information and requirements on the FWS program website for on-campus employers
- Request an FWS allocation from the Office of the Provost. If the allocation is granted, both you and the FWS Office will be notified of the allocation and the amount.
- On the FWS website under the link for On-Campus Employers, request log-in permission and complete the user profile.
- Create and post job listings in the FWS online system.
- Only allow the student to begin work once the hire has been approved and notification received from the FWS Office.
- Work-Study student employees should not be confused with Student Officers of Instruction and Research, who receive an academic appointment.

Processing Hire Transactions for Administrative Employees

All applicable hiring paperwork must be submitted to the HRPC in a timely fashion via the template-based hire process. Template-Based Hires (TBH) is a function within People @ Columbia, where new hire and rehire transactions are initiated electronically in the departments and schools through templates. A document attachment feature allows you to attach any documents necessary, and the electronic workflow allows for a paperless approval process.