



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

SUPERVISOR HIRING GUIDE

Please follow the below steps to initiate onboarding for your new hire.

These steps are crucial to ensure proper onboarding and compliance with applicable laws, policies, and SACSCOC guidelines.

- Step 1: Please complete the [new hire form](#) to initiate onboarding. *For all except FWS
- Please allow five business days from the new hire start date for processing. *Important* - your new hire may not start working until onboarding has been initiated.
 - Please ensure accurate information is provided including the start date. For full-time employees, start dates should align with pay period begin dates for payroll purposes.
- Step 2: Please submit a signed state application to HR via email to HR@southside.edu.
- This allows HR to update personal data and gives permission to check references.
 - The application must be completed in its entirety; if the application was completed via the state recruitment system and a resume was uploaded vs completion of job history, a [mini state application](#) must be completed.
 - For your part-time new hire (wage/adjunct), please submit the mini state application completed by your new hire.
- Step 3: Please submit the signed background authorization form to HR@southside.edu
- Please click [here](#) to access the current form.
 - Once the background process is initiated with our third-party vendor, Applicant Insight, your new hire will receive an email to their personal email address provided to authorize the investigation. HR will notify you of any adverse findings.
- Step 4: Submit completed and signed forms as applicable.
- [Wage approval form](#) – applicable for wage employees only; this form should be completed and approved **prior** to initiating onboarding or any employment discussions with your new hire.
 - [Wage position description form](#) – this form should be completed and reviewed by HR to determine the appropriate role title and code as well as compensation. This form should be reviewed with your new hire once they begin employment and the signed copy should be submitted to HR@southside.edu.
 - [Adjunct](#) or [Faculty Qualification Summary](#) as applicable (Admin, Professional, & Teaching Faculty Positions) – please complete according to the VCCS-29 and be sure compensation is in alignment with VCCS salary scales and SVCC policies. HR must approve compensation prior to salary offers to new hires.
- Step 5: Transcripts
- It is imperative that HR receives original transcripts for **ALL** degrees attained and for any higher education coursework completed. Transcripts may be sent by mail or electronically by a third-party vendor to HR@southside.edu.
 - All transcripts must be received within 30 days of hire to continue employment.
- Step 6: Communication to new hire – Please communicate the below information to your new hire.
- Be on the look-out for an email from Applicant Insight, our background vendor, to authorize the background investigation.
 - Very Important – Please complete step 1 of the I-9 process on or prior to the start date. This will be sent as an email notification to complete in Avature, our onboarding system.
 - Complete all other onboarding tasks via Avature; reach out to HR@southside.edu to request assistance.

HR is here to support you and your new hire and will be happy to assist you.