



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

WELCOME TO SVCC!

We are excited to have you join our team at SVCC where our purpose is to serve the community and deliver the best educational experience possible.

To get you started on your path to success, you have 6 VERY IMPORTANT first steps to take:

- Step 1: Bring your signed state application to your hiring department or Human Resources (HR).
- This allows HR to update personal data and gives permission to check references if needed.
 - 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. Please use the [supplementary experience form](#) if needed.
 - You must include an email address on your application that you check for future information and tasks.
- Step 2: Send copies of your transcripts to your hiring department & order original transcripts to be sent to HR
- It is imperative that HR receives original transcripts for ALL degrees attained and for any higher education coursework completed. HR will also need copies of any certificate/licensure required to teach your class. Original transcripts should be sent to HR@southside.edu. **Original transcripts must be received within 30 days of hire to continue employment.**
 - Wage employees are not required to submit transcripts.
- Step 3: Send your completed and signed background authorization form to your hiring department or HR.
- Click [here](#) to access the form.
 - Once the background process is initiated with our third-party vendor, Applicant Insight, you will receive an email to the email address provided on the authorization form to authorize the investigation. The email will come from consentrequest@ainsight.com.
- Step 4: On or Before Your First Day at Work... You MUST complete your portion of the federally required I-9
- This is a federal requirement to prove you are eligible to work in the United States. You will be notified by email of this task and complete it online through SVCC's New Hire Portal in the Avature system. If you have any difficulties accessing this task, please contact Human Resources immediately at HR@southside.edu; we are here to help you!
- Step 5: Within 3 days of your start date, bring your original work authorization documents to HR in order to complete the employer portion of the federally required Form I-9.
- A list of the acceptable documents will be included in your on-line I-9 task and is also available at: <http://www.uscis.gov/i-9>
 - If we do not receive your original work authorization documents within 3 days of your start date, your employment will be terminated.
- Step 6: Provide a copy of your Social Security Card to Human Resources
- We are required by the Virginia Department of Accounts to set you up on payroll with your legal name according to the Social Security Administration. For this purpose, we require a copy of your SS Card. Please provide a copy of your card to Human Resources as soon as possible. **We cannot set you up for payroll to pay you without it!**

Your remaining onboarding tasks will be available to you online through your New Hire Portal in the Avature system. If you have any questions, or need assistance, please feel free to contact Human Resources [at HR@southside.edu](mailto:HR@southside.edu). **Tasks must be completed within one week of your hire date.**

We look forward to working with you!