

HR Processes

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Staff Member Onboarding

[Grace HR On.docx](#)

Receiving new hire info from HR

1. Is the New Hire a volunteer, intern, or staff member?
2. First Name
3. Last Name
4. Job Title
5. Expected First Day
6. Expected Orientation Date
7. Department
8. Is the new hire working for "All Campuses (30in30)"? Not just one Campus?
9. Office Campus (Main Location)
10. Desk Location
11. Manager
12. Any funding necessities? This may be Campus, Shared, or 30in30 related.