

## **Rehiring a Previous Employee (Staff and Faculty)**

Hiring Managers/Supervisors will use these rehire checklists.

- [SJC PreArrival Checklist \(Rehire\)](#)
- [SJC FirstDayFirstWeekChecklist \(Rehire\)](#)
- [SJC FirstMonth SixMonth Checklist \(Rehire\)](#)

For managers/supervisors considering a previous employee for rehire, Human Resources provides the following information to ensure consistency of process.

Rehires will have their personnel file reviewed, and may need to submit/complete the following information upon return:

- A completed application (previous employees returning to the same role do not need to submit an online application)
- Signed offer letter/contract/agreement
- Background check/education credential verification authorization
- Motor Vehicle Record check
- Form I-9
- Trainings
- Hepatitis B vaccination or declination form
- Handbook Acknowledgement Form
- License/ Registration/ Certification verification (if applicable and warranted)
- Telecommute Form

Full Time Staff will also participate in New Hire Orientation.

## **Reference Checks (required for posted non-student positions)**

- Using the [Reference Questionnaire](#), hiring managers will contact a minimum of one (1) professional reference. Professional references include: supervisor or previous supervisor, colleague, professor, advisor. The reference can be a College contact. The ideal would be a supervisor reference to be contacted if available. Past supervisors can provide certain qualitative information that is critical in reference checking.
- Once the reference is complete, the hiring manager will notify Human Resources to finish the recruitment process.
- The hiring manager sends the Reference Questionnaire to Human Resources. This document will be kept on file in accordance with our retention policy.