



SEVEN STEP NEW EMPLOYEE HIRING PROCESS

HIRING IS NOT FINALIZED UNTIL ALL SEVEN (7) STEPS BELOW HAVE BEEN COMPLETED.

Step 1 of 7 Complete LACCD Forms.

Select the appropriate packet based on your job classification.

- [Academic Service Employees](#) Job Classification Examples: Instructor, Counselor, Administrator
- [Classified Service Employee](#) Job Classification Examples: Custodian, Secretary, Manager
- [Unclassified Service Employees](#) Job Classification Examples: Student Assistant, Professional Expert

Step 2 of 7 Complete Federal Forms.

- **Employment Eligibility Verification (I-9)** Website: <http://www.uscis.gov/files/form/i-9.pdf>
- **Employee Withholding Certificate (W-4)** Website: www.irs.gov/pub/irs-pdf/fw4.pdf

Step 3 of 7 Complete New Employee Retirement Election Forms.

Check with the personnel office at your location to determine which form(s) is applicable to your assignment.

- [Retirement Systems Overview](#) & [LACCD Retirement Packet](#)

Step 4 of 7 Read LACCD Policies Below.

- [Child Abuse Identification Notification & Reporting Act \(CANRA\)](#)
- [Discrimination/Sexual Harassment](#)

Step 5 of 7 Complete Other Forms.

Check with the personnel office at your location to determine which form is applicable to your assignment.

- [Transfer of Illness Leave Balance Request](#)
Applicable Service: Academic and Classified, If Criteria Met
- [Acknowledgement of Employment Conditions, Specially Funded Programs](#)
Required for assignment in job codes :
 - 5996, SFP Director
 - 5997, Specialist
 - 5998, SFP Technician
 - 5999, SPF Office Assistant

Step 6 of 7 Schedule your tuberculosis exam.

Check with the personnel office at your location to determine, if you are required to take a tuberculosis exam. If you are required to take the tuberculosis exam, the process is not complete until you submit your exam results.

- Meeting TB Exam Requirements
- [LACCD Form Tuberculosis Examination Compliance Certification \(HR-11\)](#)

Step 7 of 7 Schedule your fingerprint appointment.

You must schedule an appointment through the personnel office at your location.

- [Meeting Fingerprinting Requirements](#)