

Checklist for New Part-time Faculty Hires

Items to Work on Right Away:

- ☐ **Official transcripts:** Please submit official transcripts for any degrees awarded and coursework taken indicated on your application. Official transcripts can be mailed to:

HR Specialist
Human Resource Services
1140 West Mission Road
San Marcos, CA 92069

The institution may also send the official transcripts via email directly to hrhelp@palomar.edu.

- ☐ **Tuberculosis risk assessment:** A person shall not be initially employed by Palomar College unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that he or she is free of active tuberculosis (California Education Code Section 87408.6). This verification must be renewed every four years.

You will need to take the Tuberculosis Risk Assessment form to your health care provider to complete. Please bring your completed form (page 3), with you to your onboarding appointment with Human Resources Services (HRS). If you are employed at another California public school district and have received the TB risk assessment (or have been tested for TB) within the last four years, HRS will accept a copy of your previous TB risk assessment/test results.

<https://www.palomar.edu/hr/wp-content/uploads/sites/157/2023/12/TB-Risk-Assessment-5.6.20.pdf>

Items to Work on Once Human Resource Services Contacts You:

- ☐ **Employment Packet:** HRS will mail you an employment packet for you to complete. You should receive the packet within a week. If you prefer, you can request to pick one up or have one emailed to you (this option would require you to print out forms).
- ☐ **Live Scan/Fingerprinting:** The Live Scan procedures and request form will be included in your packet. Fingerprinting results typically take one to two weeks to process so please arrange to have this done immediately upon receipt. HRS will receive the results electronically from the California Department of Justice
- ☐ **I-9 Documentation:** The I-9 form in your employment packet includes a list of acceptable documents confirming your eligibility to work in the U.S. As stated on the form, all documents must be unexpired and we will not accept copies (originals must be shown).
- ☐ **Onboarding Appointment:** HRS will call or email you to schedule an appointment for onboarding orientation. You will need to bring your completed employment packet, I-9 form and documentation, and TB risk assessment/test results to your appointment.

If you have any questions, please contact one of our HR Specialists at hrhelp@palomar.edu or call 760-744-1150, extension 2609.