

# Supervisor Instruction on New Hires

## **To initiate:**

- \_\_\_\_\_ (Only for perm/Indef Hires) Provide tentative job offer to selected member and once accepted, start compiling hire packet
- \_\_\_\_\_ Complete SF-52 Request for Personnel Action
- \_\_\_\_\_ Resume (Must demonstrate length and level of experience required for requested grade level)
- \_\_\_\_\_ Follow checklist for Temp or Perm/Indef hire (<http://dod.hawaii.gov/hro/technician-resources/technician-in-processing/> )
- \_\_\_\_\_ Scan all hire documents into one PDF file and upload hire packet into DCPDS
- \_\_\_\_\_ Track Request for Personnel Action (RPA) # to monitor progress
- \_\_\_\_\_ Route via DCPDS for local approval authority to sign Part A Block 5 and 6 of SF-52
- \_\_\_\_\_ Route via DCPDS to HRO

## **Once HRO emails you with confirmation of start date:**

- \_\_\_\_\_ Contact the member to report for work on the first scheduled duty day of that pay period (Generally Monday, unless RDO then Tuesday)
- \_\_\_\_\_ Administer oath SF-61 by a commissioned officer on first duty day as technician
- \_\_\_\_\_ Email SF-61 to HRO SPC Jessica D'Amato that same day

## **On first duty day, as the Supervisor, you complete the following:**

- \_\_\_\_\_ Start New Employee Orientation Checklist
- \_\_\_\_\_ Complete and sign New Employee Orientation Checklist
- \_\_\_\_\_ Email checklist to HRO Human Resources Development (HRD)