

Carnegie Mellon University

Summer Programs: Pre-Hire/Post-Hire Checklist

All managers hosting a summer program and hiring staff/faculty are required to complete the following tasks and documentation before/after the employee starts work.

Examples of Summer Programs that hire staff/faculty:

[Pre-college Programs](#) provide rising junior and senior high school students with a pre-college experience and the opportunity to receive instruction by Carnegie Mellon faculty and staff. The programs are offered during June, July and August. The current programs offered are AI Scholars (SCS), Architecture (CFA), Art (CFA), Computational Biology (SCS), CS Scholars (SCS), Design (CFA), Drama (CFA), Music (CFA), National High School Game Academy (UEIS), Summer Academy for Math and Science (PVST), and Writing and Culture (DC), and Summer Session.

Pre-Hire Tasks:

- ☐ [Contact your HR business partner](#) at least **four months** before the start of the summer program to discuss the summer program details and the job analysis process (e.g., hiring needs, position details, program budget, program length and appropriate documentation).
- ☐ [A job description](#) is required and must be evaluated by Compensation to ensure that the appropriate job profile is used to hire the summer program employee(s). Hiring managers should submit the job description to their HR business partner, who will collaborate with the Compensation team on the review.
- ☐ [A job profile](#) recommendation will be communicated from the HR business partner to the hiring manager. The job profile will include the title and job profile code, pay grade and Fair Labor Standards Act status (exempt/nonexempt), education, experience, skills and abilities requirements, typical functions and responsibilities, and accountability, direction, decisions and supervision needed.
- ☐ [The Staff Hiring Justification Form](#) may be required to create the position. Confirm with your HR business partner/HR generalist before submitting the [position request](#).
- ☐ [Job posting](#): Confirm with your HR business partner/HR recruiter to determine if the position needs to be posted via Office of Human Resources recruitment. Or, if using adjunct instructor job profiles (JP- 2239 Adjunct Instructor Staff Appointment – Exempt or JP- 2241 Staff Adjunct Instructor- Non-exempt) or a faculty profile, consult with the [Office of Vice Provost for Faculty](#) for Interfolio guidance. **Note:** If the employee already has a primary staff or faculty position at the university, a secondary position will not need to be posted via Office of Human Resources recruitment or Interfolio.
- ☐ **Second Appointment:** If the employee already has a primary appointment at CMU, confirm

in writing with the employee's primary department's business office any potential funding restrictions **before** making an offer. Also, confirm with your HR business partner that the second appointment's FLSA status aligns with their primary position's Fair Labor Standards Act status.

- ☐ **CMU Ph.D./graduate students:** Confirm in writing from the student's graduate advisor any potential restrictions **before** making an offer.
- ☐ If using Interfolio, **Offer Letters** must be reviewed by the HR business partner **before** making an offer to the candidate to ensure position details, compensation and FLSA information, benefits information, and compliance language are appropriately communicated. Please contact your HR business partner for offer letter templates to ensure the correct template is used.
- ☐ [**Child Protection Clearances \(Act 153\)**](#): If the summer program works directly with minors, the program must register the program and the participants with Child Protection Operations. The employees must submit their clearances **before** they start.
- ☐ **Offer:** Confirm with your HR business partner that all of the required steps have been completed before making an offer to the candidate. Work with your HR recruiter or Interfolio department contact to extend an offer to the candidate.

Post-Hire Tasks:

- ☐ [**Form I-9 & Work Authorization Documentation**](#): To complete Section 2 of the Form I-9, new hires must present their original, unexpired work authorization document(s) in person to an HR Services team member.
- ☐ **Extension Letters:** Update your HR business partner/HR generalist on the status of ongoing summer program staff. Staff who will continue employment through the fall will need an extension letter (provided by the HR generalist). Please notify the HR generalist of the extension **at least 14 days prior**. Please contact your HR business partner for extension letter templates.
- ☐ Those who have completed their appointment and will not be extended will be separated in Workday by the HR generalist.

Supervisor Resources:

- ☐ If using the staff adjunct job profiles, confirm with your HR business partner the appropriate job profile. To use JP 2239 Adjunct Instructor Staff Appointment – Exempt, the individual must be paid at least \$250/week* (in Pennsylvania) and their primary assignment must be exempt. If those requirements are not met, then JP 2241 Staff Adjunct Instructor- Non-exempt must be used. Note: Work with your HR business partner on any positions located outside of Pennsylvania to verify exemption thresholds and confirm with your HR business partner if the adjunct job profile is appropriate to use when adding a second assignment.
- ☐ At no time should an employee begin work without a signed offer letter to comply with state wage laws.

*The specified threshold may be subject to change based on regulatory requirements.