



East Bay Regional Park District

Human Resources Division

HIRING PROCEDURES CHECKLIST – FOR **SEASONAL EMPLOYEES**

This pertains to the following **Seasonal Classifications** only:

- Lead Gate Attendant and Gate Attendant
- Student Laborer
- Intern
- Recreation Leaders I, II, III, IV

(Public Safety Student Aides and Lifeguards are excluded from this checklist due to additional Public Safety Unit requirements. Interpretive Student Aides I & II are also excepted from this checklist.)

Hiring supervisors will receive referral candidate application copies from the Human Resources Officer. These documents contain sensitive and confidential information. Please retain in a secure file cabinet or locked drawer. Once you have completed your candidate interviews and made a decision on who you would like to hire, follow this checklist **in order**:

- Step #1 - Notify the Human Resources Officer of your selection via phone call or email.
- Step #2 - Receive an acknowledgment from the Human Resources Officer to proceed.
- Step #3 – Coordinate a start date with the candidate.
- Step #4 - Advise the candidate to call HR at 510.544.2154 to schedule an appointment for the processing of the I-9, W-4 paperwork, and their fingerprint check. **This appointment must occur on or before their first day of work.**
- Step #5 - Complete the PCF with the effective date to coincide with the actual first date of work and send the PCF to Erika Corral in HR.
- Step #6 - IF the candidate is a minor (under 18 years old), we must have the Work Permit (from the school) and Consent to Treatment of Minor (signed by their parent or guardian) – on or before their first day of work. *The HR Officer will help you obtain these.* Originals are to be retained at the work site; copies go to Human Resources for the file.
- Step #7 - Return application copies of candidates not selected to the Human Resources Officer.

NOTES:

- A pre-employment **medical** exam is not required for these seasonal positions.
- A pre-employment **reference** check is not required for seasonal classifications, but recommended for some.
- There are hours restrictions for Student Laborers (520 hours per season per AFSCME Agreement Article 14.6), and also for Interns (375 hours per season).
- RECREATION LEADERS must also undergo A TB test. This test will be scheduled with the HR appointment in Step #4.