



GRAYSON COUNTY

New Hire On-Boarding Policy

PURPOSE: The purpose of this policy is to establish procedures for on-boarding prospective employees to ensure efficient processing and adherence to Grayson County guidelines and protocols relating to employment and security.

Offers of employment to prospective employees should be contingent upon the successful completion of a criminal background check and a pre-employment drug screen.

After an offer of employment has been extended and accepted by a prospective employee, the hiring department should contact the Human Resources Department.

The hiring department should complete a Personnel Action Form (PAF) and an IT (Information Technology) Access Form. New hire forms will be provided by Human Resources.

Human Resources will contact the prospective employee to schedule an appointment to complete new hire paperwork and a pre-employment drug screen.

Once a prospective employee has successfully completed the new hire process, the Human Resources Department will forward the IT Access Form to the Information Technology Department. IT access credentials cannot be released until the prospective employee has successfully completed the new hire process through Human Resources.

To avoid delays, the Human Resources Department will make every effort to complete the new hire process prior to the prospective employee's start date.

If a prospective employee is unable to complete the new hire process prior to their first day of employment, the potential exists for an offer of employment to be rescinded or a possible delay in the setup and access to Grayson County technology systems.