

CVRE Onboarding Checklist

Step	Action	Done by	Send to	Completed
1	Write job description	PI	Laurie Shekels	
2	Confirmation of funds	Laurie Shekels and Cody Arnold		
3	Post job on indeed.com	Laurie Shekels	PI	
4	Interview and identify new employee	PI		
5	Submit employee request form, job description and new employee's resume/CV	PI	CVRE executive director	
6	Formal job offer letter	CVRE executive director	New employee and Jessica Staples	
7	WOC package	Jessica Staples*	New employee	
8	Signed formal job letter	New employee	Executive director	
9	Contact Oasis	Executive director		
10	Oasis Onboarding Packet	Executive Director	New employee	
11	Finger printing, PIV badge picture	Jessica Staples* schedules this for the new employee	PIV badge office	
12	Schedule and attend Oasis New Employee Orientation	New employee		
13	Submit I9	New employee	Executive director	
14	Schedule start date	New employee cannot start until the WOC process is complete which may take 2-3 weeks	New employee and PI	
15	Add new employee to animal, IRB or SRS protocol	PI	Done through iRIS	
16	TMS training	New employee		
17	Completed WOC paperwork	Jessica Staples*	Executive director	

CVRE Contacts

Deborah Maloney, Executive Director Deborah.Maloney@cvre.org ext 315732
 Cody Arnold, Senior Accountant Cody.Arnold@cvre.org ext 313560
 Laurie Shekels, Grants and Contracts Manager Laurie.Shekels@cvre.org ext 330498

VA Research Office (*except CCDOR new hires)

Jessica Staples, Research Staff Assistant Jessica.Staples@va.gov ext 317660

Center for Care Delivery and Outcomes Research (CCDOR)

Brittany Majeski, Health Scientist Specialist Brittany.Majeski@va.gov ext 317633

Hiring New CVRE Employee Detailed Instructions

1. Principal investigator will write a job description which should include responsibilities of new hire, qualifications (such as education level, certifications, years of experience required), specify full time or part time. CVRE can offer sample job descriptions if needed. For CVRE internal use, please also include the project/study that will fund the new employee and the salary requested.
 2. CVRE will confirm that funds are available on the designated project/study.
 3. If a new employee is already identified, steps 3 and 4 are not necessary and PI can continue with step 5.
 5. CVRE will post the job on indeed.com. Candidate resumes will be forwarded to PI. PI and CVRE will discuss how long to keep the job posting open.
 4. Once the job posting is closed, PI will review the resumes, conduct phone interviews followed by in person interviews of potential new employees. Interviews must be compliant with all local, state and federal employment laws. PI will inform CVRE of candidates not selected so CVRE can update indeed.com.
 5. Upon identification of new employee, PI will fill out the Employment Request form (attached) and return to CVRE director for approval.
 6. CVRE director will send a formal job offer to the identified new employee. Jessica Staples* will be copied on the letter to begin WOC (WOC = without compensation) process. PI and Oasis will also receive the offer letter.
- NOTE: The Executive Director of CVRE or the Accounting/CFO are the only authorized individuals to make offers of employment for CVRE, per the CVRE Policy Manual. Not the PI.**
7. Jessica Staples* sends WOC package to the new employee.
 8. The employee returns the signed job offer letter to the CVRE director. The director notifies the PI and Jessica Staples that the employee has accepted the position.
 9. The CVRE director contacts Oasis. Oasis will send onboarding packet to the director.
 10. CVRE director sends the Oasis onboarding packet to new employee which includes instructions for scheduling Oasis orientation.
 11. Jessica Staples* schedules a time for the new employee to go to the PIV badge office for fingerprinting and initiating the PIV badge.
 12. New employee attends Oasis orientation.
 13. New employee brings passport or 2 forms of ID to the CVRE office for I9 form submission

14. Start date is dependent on completion of WOC process which may take 4-6 weeks. **The new employee cannot start work until the WOC process has been completed.**

15. PI adds the new employee to the IRB, ACORP or SRS protocol. This is done through the online iRIS system. This should be started as soon as the employee has signed the job offer. No animal work, human study work or lab work can be done until the employee is approved on the protocol and WOC status is complete. New employees must meet with the VA veterinarian for a VMU orientation.

16. New employee does required TMS training as identified in WOC package. New employee also does any additional required job specific training.

17. When Jessica Staples* receives the completed WOC paperwork, she sends it to the CVRE executive director. The WOC paperwork is kept in the employee's file.

*** For all Center for Care Delivery and Outcomes Research (CCDOR) new hires only, contact Brittany Majeski for the VA Onboarding Process instead of Jessica Staples**



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EMPLOYMENT REQUEST FORM

**CENTER FOR VETERANS
RESEARCH AND EDUCATION**

Name of Principal Investigator making request: _____

Date of Request: _____ PI Email: _____

Name of Employee Candidate: _____

Employee Candidate Email or Phone Number: _____

Job Title: _____

VA Supervisor Name: _____ Requested Start Date: _____

CVRE Project(s) in which employee will be assigned:

ALLOCATION RATE (%) PROJECT WILL BE EXPENSED FOR CANDIDATE: _____

Employee will be: HOURLY SALARIED (CIRCLE ONE)

Employee will be: PART-TIME FULL-TIME (CIRCLE ONE)

Proposed Rate of Pay: \$ _____

Will employee need to go through WOC process? YES NO

*NOTE: WOC processing may take 30-60 days

Signature of PI: _____

Date: _____

Executive Director Approval: YES NO

Executive Director Signature: _____

Date: _____

IMPORTANT NOTE:

Approval for employment is subject to having an executed contract on file for the award from which the employee will be paid. In addition, funding must be available per the award/contract budget for



approval to hire. **The CVRE Executive Director or Accounting/CFO are the only authorized individuals to make offers of employment for CVRE, per the CVRE Policy Manual.**