



## NEW HIRE INFORMATION SHEET

Congratulations on your recent hiring with Penn State Campus Recreation! To complete the new hire process you will need to complete mandatory trainings and attend an onboarding session with our Business Services Coordinator, Mark Thompson. This all needs to be completed before your first day of employment (August 17<sup>th</sup>, 2018; unless you are also working at the climbing wall this summer). Please follow the directions below to complete each.

**Mandatory Trainings: The following trainings must be completed before you begin working.**

**Building a Safe Penn State: Reporting Child Abuse:** Visit the following link: <http://lrn.psu.edu/>

- Click on the Faculty/Staff/Wage button and log in using your Penn State Access Account
- In the search bar type “Building A Safe Penn State: Reporting Child Abuse”
- Follow the instructions to complete the training.

**Title IX Training:** Visit the following link: <http://lrn.psu.edu/>

- Click on the Faculty/Staff/Wage button and log in using your Penn State Access Account
- In the search bar type “Title IX Training”
- Follow the instructions to complete the training.

**Defensive Driving Fundamentals:** Visit the following link: <http://lrn.psu.edu/>

- Click on the Faculty/Staff/Wage button and log in using your Penn State Access Account
- In the search bar type “Defensive Driving Fundamentals”
- Follow the instructions to complete the training.

*\*To save and send a digital Certificate of Completion:*

- *click “my transcript” on the home page (once you’ve logged in to LRN).*
- *In the box in the center of the screen, click where it says “Active”.*
- *In the drop down menu select “completed”.*
- *This should bring up a list of your completed trainings with a button that says “View Certificate”.*
- *Click button and save the certificate using your name and the name of the training. (Ex. Joe Smith-Title IX)*
- *Send this as an attachment to [dew23@psu.edu](mailto:dew23@psu.edu).*

**FERPA:** visit the following link: [http://www.registrar.psu.edu/staff/ferpa\\_tutorial/ferpa\\_tutorial.cfm](http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm)

- Follow the directions in the middle of the page to complete the FERPA Training

*\*To send proof of completion of the FERPA training:*

- *Take a screenshot of the “FERPA passed certificate”*
- *Send the screenshot to [dew23@psu.edu](mailto:dew23@psu.edu).*



### **Onboarding Tasks:**

Most of the onboarding tasks (paperwork) will be completed in WorkDay and you should be receiving instructions via email on how to proceed with those.

You will need to schedule an in-person meeting with Mark Thompson ([mat113@psu.edu](mailto:mat113@psu.edu)) to complete your I-9 prior to your first day of employment (Friday, August 17<sup>th</sup> for fall employees).

- Bring the following forms of identification to complete the I-9. **THESE MUST BE ORIGINALS, PHOTO COPIES WILL NOT BE ACCEPTED.** *\*If you have worked another job at Penn State within the last 6 months we will need a copy of your previously completed I-9.*
  - Passport
  - OR**
  - Driver's License or PSU id+ card **AND** Birth Certificate or Social Security Card
- Proof of completion of required trainings (Title IX, Reporting Child Abuse, FERPA, Defensive Driving Fundamentals, WFA/WFR/CPR-if applicable)