**Hiring Process Checklist**

For all new hires and transfer candidates, College, School or Division Human Resources will:

[ ]  Review Personnel File

Determine whether the employee has previously had their animal care privileges revoked.

Determine whether the employee has previously been disciplined or discharged for animal-care related violations.

[ ]  Conduct Background Check

[ ]  Before the end of the probationary period, ensure that employee successfully completes:

 [ ]  OCC Health and Safety Training

 [ ]  RARC Animal Use Orientation

 Supervisor should notify HR upon employee completion of each of these trainings.