# Tisch Staff Hiring Guide for Managers & New Hire Trial Period

## Tisch Staff Hiring Checklist for Managers

These guidelines represent the key areas where consistency of practice is expected, while still allowing Tisch to be strategic. Exceptions to the guidelines may be negotiated with the director as deemed appropriate to the situation.

- Announcements about staff departures will be made by the director.
- All open positions will be reviewed vis-à-vis the strategic needs of the library. The supervisor, department head and director will review the job description and discuss the business needs and priorities of the department and how these relate to other library priorities.
- As appropriate, discussion will be held at EC, so that cross-departmental input is provided.
- The director will decide whether to post the position or hold it open.
- If a job description is to be revised or changed, the director assigns that task to the appropriate manager(s). The director obtains budget approval for the position.
- Director and supervisor decide upon the search process.
- The hiring supervisor will communicate the posting to all staff and clarify the search process. The director will announce the new hire in collaboration with the hiring supervisor.

Once an offer is accepted:

- Human Resources does the PAF for new hires; the supervisor should receive a copy
- Please review the onboarding checklist on the staff essentials website for information supervisors, Director's Office staff and Tufts Support Services responsibilities

## 90-Day New Hire Trial Period for Staff

All new hires are subject to a 90-day trial period. Staff must successfully complete a trial period before they are eligible for the University's paid time off program. Supervisors should schedule a formal midpoint evaluation within the first 45 days of employment, documenting strengths and weaknesses and detailing any areas requiring immediate improvement. Every attempt will be made not to assign additional work until it is established that fundamental groundwork is laid and all of the basic job requisites have been fulfilled.

## Onboarding and Offboarding Staff Checklists on the Library Staff Essentials Site
Onboarding Checklist & Offboarding Checklist