

Summer 2024 Camp Procedures Training

February 2024

(Last Revised: February 6, 2024)

General Guidelines

- All Athletic & Academic Camps will utilize the Jobs.messiah.edu system
- System will be used for hiring and onboarding of all **NEW** camp workers
- System will be used for select onboarding for continuing camp workers and Messiah employees working camps. Includes:
 - Background checks are more than 60 months old before end of camp
 - Messiah employees who have never worked camps
- HR/Athletics will provide weekly updates on camp workers' onboarding tasks
- Athletics will assume some of the "HR" duties and will receive training to do so

Procedural Benefits

- Ensures a consistent hiring process among camp workers that is also comparable to hiring of other Messiah employees
- Provides for a consistent process between athletic and academic camps
- Ensures that we have an official position description on file for our camp positions
- Ensures that we have a completed application on every individual hired by the University
- Ensures all applicants provide the required application information, including, but not limited to, felony/misdemeanor convictions and any restrictions on working with minors prior to hire
- Maintenance of all onboarding forms and required/optional task lists will now be owned by Human Resources. Athletics will have a centralized way to manage all onboarding tasks.

Procedural Benefits

- Eliminates the need for individual links to individual forms to be provided to athletics camp workers
- Ensures required onboarding documents are reviewed and signed, where appropriate, to better ensure compliance with regulations and training requirements
- Provides a one-stop location for onboarding tasks for hires, camp directors and HR
- Provides for automated reminders of tasks due for completion to complement manual monitoring and reminders
- Provide for a consistent storage and retrieval location for all employee forms
- Eliminates the need for separate, manual process to image and index forms into an electronic system for permanent recordkeeping

What is **NOT** Changing?

- Required forms, clearances, work permits (if applicable), mandatory reporter training, and other camp compliance-related training
- Camp Workers may **NOT** start work until *ALL* items have been submitted and approved by Human Resources
- Camp Workers are considered employees, unless Human Resources approved exceptions.
 - No changes to classifications and approved arrangements from Summer 2023

Resources

- Summer Camp Training Presentation
- Summer Camps Memo
- Summer Camps Handbook
 - General Guidelines
 - Procedures Overview
 - FAQs
 - PeopleAdmin instructions, workflows and sample position description, posting, application, hiring proposal & onboarding
- Summer Camps website

Helpful HR Contacts

- Amelia Crouse, Human Resource Specialist
 - General point person for providing information, general questions and first-level assistance with the PeopleAdmin system
- Jennifer Smithmyer, Health & Wellness Coordinator
 - Compliance-related questions
- Don Lerew, Assistant Director of Human Resources
 - Jobs.messiah.edu (PeopleAdmin) questions and training

Types of Camp Employees

- New Camp Hire
 - New employee who: (1) has not worked previously; (2) who is a terminated employee to be re-hired; or (3) Camp Workers not employed in the prior 2 summers
 - Will need to apply and complete FULL Onboarding checklist
- Continuing Camp Worker
 - Worked as a Camp Worker in at least one of the prior two summers and is returning
 - Will **NOT** need to apply. Onboarding only required if expiring background checks
- New Camp Worker (Messiah Employee)
 - Current Messiah employee (e.g., admin, faculty, staff, student) who has NOT worked a camp previously
 - Will **NOT** need to apply. Onboarding required for all camp-related forms/trainings
- Student Employees → included in the three categories listed above

Process Outline

- STEP 1: Camp Director evaluates all Camp Workers to one of three categories
 - New Camp Hire
 - Continuing Camp Worker
 - New Camp Worker (Current Messiah Employee)
- STEP 2: Camp Director provides list of all Camp Workers to Human Resources on the Camp Employee Request spreadsheet on the Summer Camps website

Process Overview

- STEP 3: Human Resources reviews the list of all Camp Workers
 - New Camp Hire → must be hired & onboarded through [Jobs.messiah.edu](https://jobs.messiah.edu)
 - Continuing Camp Worker → evaluates if updated background clearances are needed & assigns appropriate Onboarding checklist
 - New Camp Worker (Current Employee) → assigns appropriate Onboarding checklist for all camp-related forms and training

Process Overview

- STEP 4: Camp Director determines if anyone categorized as “New Camp Hire” and, if so, proceeds to STEP 5 below. Otherwise, moves to STEP 6
- STEP 5a: Camp Director creates/reviews PeopleAdmin Position Description and submits to Human Resources. Human Resources approves
- STEP 5b: Camp Director creates the PeopleAdmin Posting and submits to Human Resources. Human Resources approves
- STEP 5c: Camp Director provides the Posting link to desired applicants

Process Overview

- STEP 5d: Camp Director reviews applicants and completes Hiring Proposals on each new Camp Worker
- STEP 5e: Human Resources approves the Hiring Proposal
- STEP 5f: Human Resources launches the Onboarding checklist
- STEP 5g: Camp Director creates Mandatory Reporter login accounts
- STEP 6: Camp Director provides ongoing updates to Camp Worker list

Process Overview

- STEP 7: Human Resources provides weekly update to Camp Directors of incomplete tasks for Camp Workers assigned checklists
- STEP 8: Camp Director provides a final Camp Worker list to Human Resources at least 10 business days prior to the start of the camp
- STEP 9: Human Resources reviews Camp Worker list and continues to assign checklists, if/as needed
- STEP 10: Camp Director submit Summer Employment (Payment) Forms

PeopleAdmin Process Overview

General Information

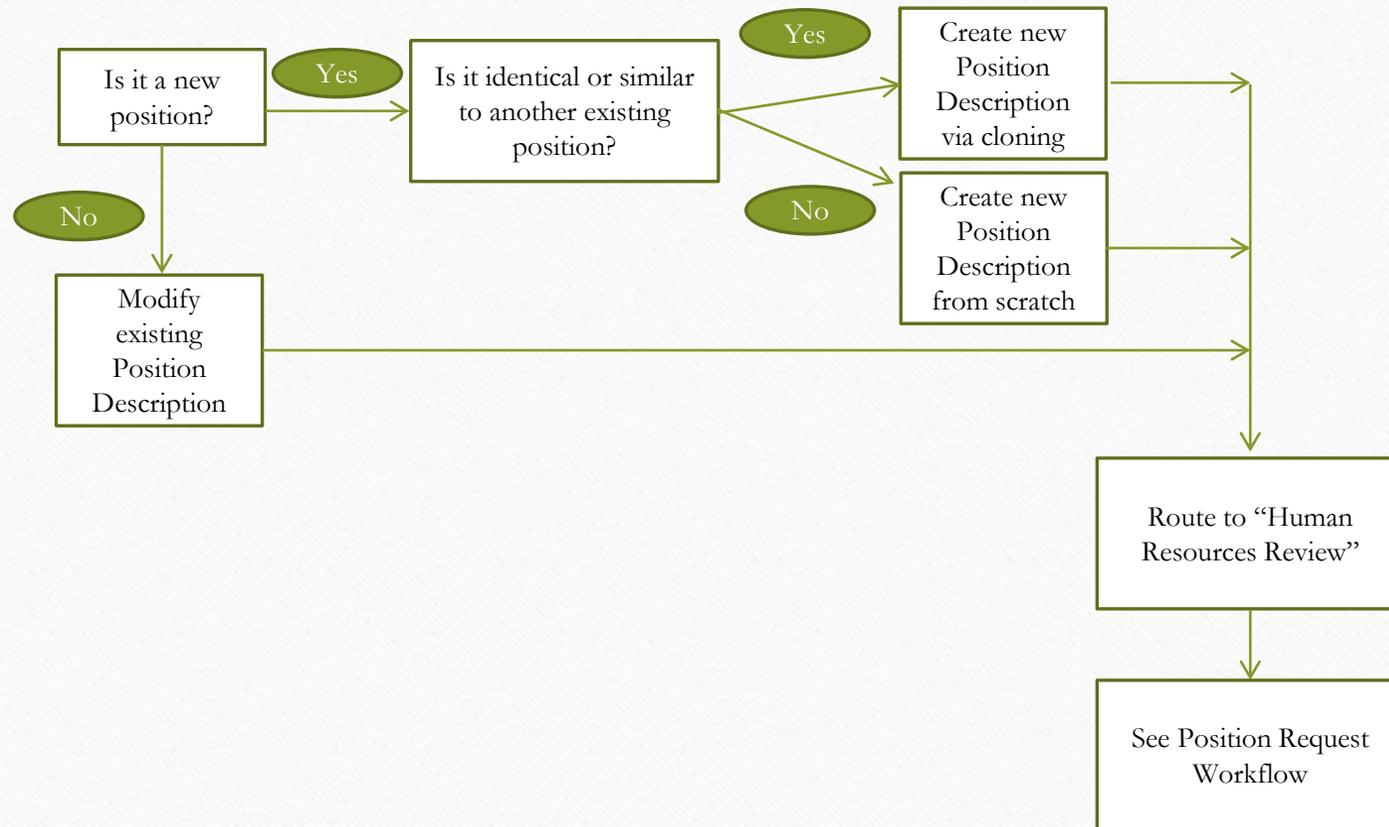
- Hiring Manager role will be used with Staff position type
- Process is similar to (but abbreviated from) Staff position type hiring
- Process is similar to Student position type hiring

PeopleAdmin – Position Description

- Position Description is required for each camp
- Only one Position Description is required, but Camp Director can choose to have different Position Descriptions for different positions, if desired
- Sample Position Description is available in Handbook and Summer Camps website to assist with completion

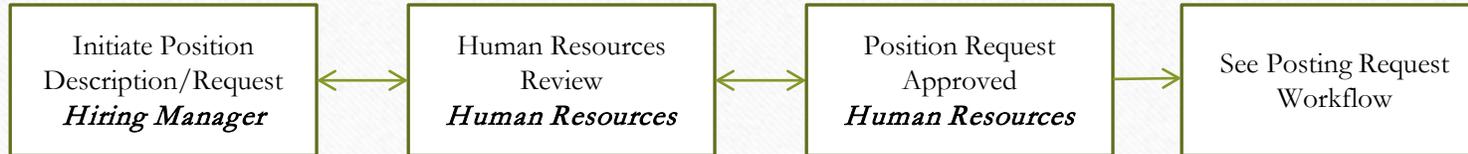
Jobs.messiah.edu >>>>>> Step 1: Position Description/Request Decision Tree

IMPORTANT: An approved position description request is required PRIOR TO creating the Posting.



Jobs.messiah.edu >>>>>> Step 2: Position Description/Request Workflow

IMPORTANT: A Position Description is required PRIOR TO starting the Posting. If the Position Description already exists and no edits are needed, move directly to the Posting step.

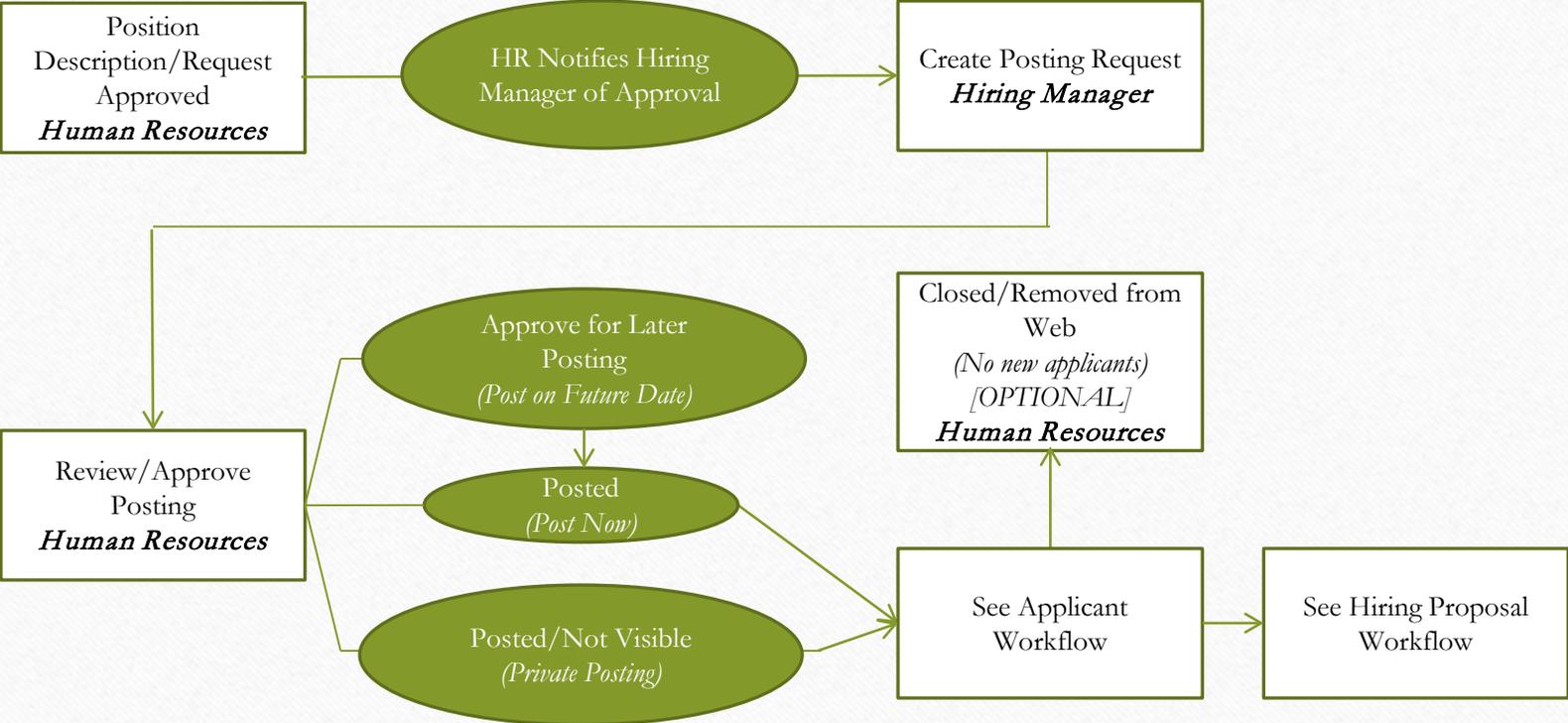


PeopleAdmin – Job Posting

- Posting is required for each camp if hiring any **NEW** Camp Workers
- Only one Posting is required, but Camp Director can choose to have different Postings for different positions, if desired
- Posting is **NOT** on the public jobs website. Camp Directors will need to provide URL/link to Posting to the desired applicants
- Sample Posting is available in Handbook and Summer Camps website to assist with completion

Jobs.messiah.edu >>>>>> Step 3: Posting Workflow

IMPORTANT: Posting is required for public and private postings. Private postings include a link that must be provided by the Hiring Manager to desired applicants.

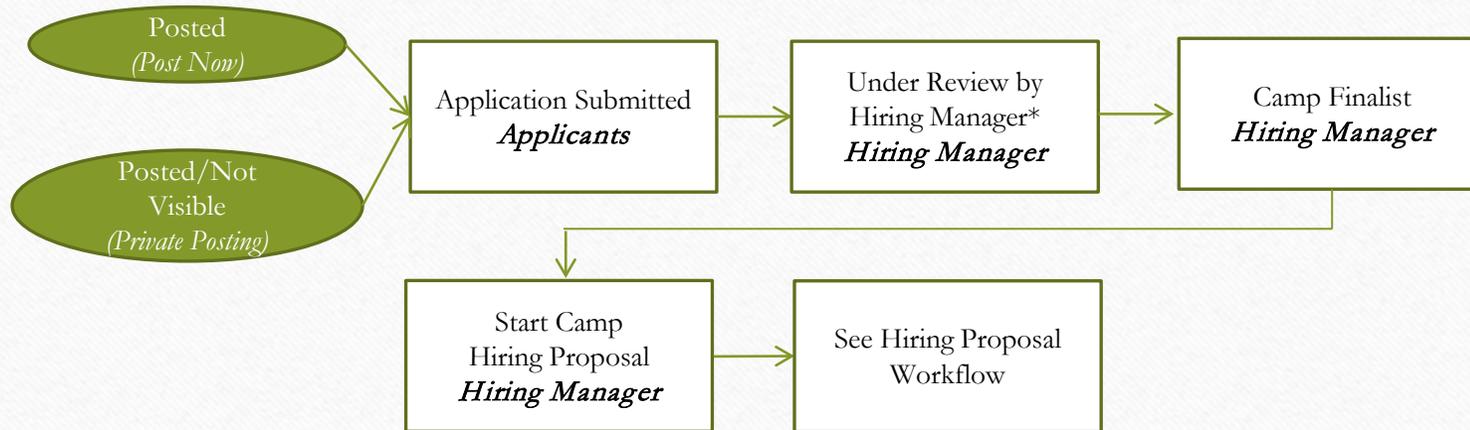


PeopleAdmin – Applications

- **NEW** Camp Workers **MUST** apply to the Posting
- Camp Workers who did not work the prior summer and are not otherwise employed **MUST** apply to the Posting and be hired/onboarded
- Camp Workers working multiple camps **ONLY** apply to **ONE** Posting
- Camp Director will receive an e-mail immediately when application received
- Sample Application is available in Handbook and Summer Camps website to assist with completion

Jobs.messiah.edu >>>>>> Step 4: Applicant Review/Workflow

IMPORTANT: Hiring Manager is notified via system e-mails upon transition to each step listed below.



* ***INACTIVE STATES:*** All unselected applicants must be moved to the “Not Interviewed, Not Selected” inactive state prior to the position being marked as filled.

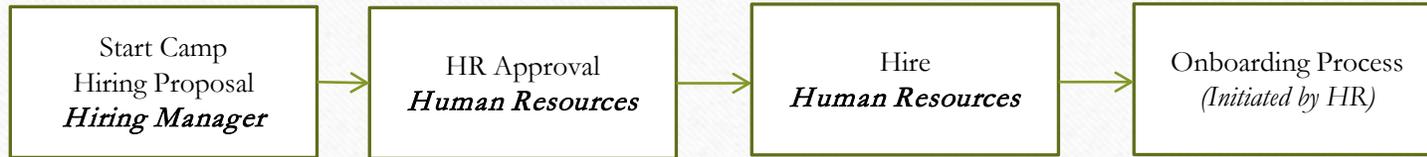
Not Interviewed, Not Selected

PeopleAdmin – Hiring Proposal

- Camp Directors MUST complete Hiring Proposals for all desired applicants
- Human Resources reviews and approves all Hiring Proposals
- Multiple Hiring Proposals can be submitted to hire multiple applicants
- Human Resources will notify Camp Director when Hiring Proposal is approved

Jobs.messiah.edu >>>>>> Step 5: Hiring Proposal

IMPORTANT: A completed Hiring Proposal (i.e., status of “Hire”) is required in order to fill the Posting. If no hires are made, the Posting must be cancelled.

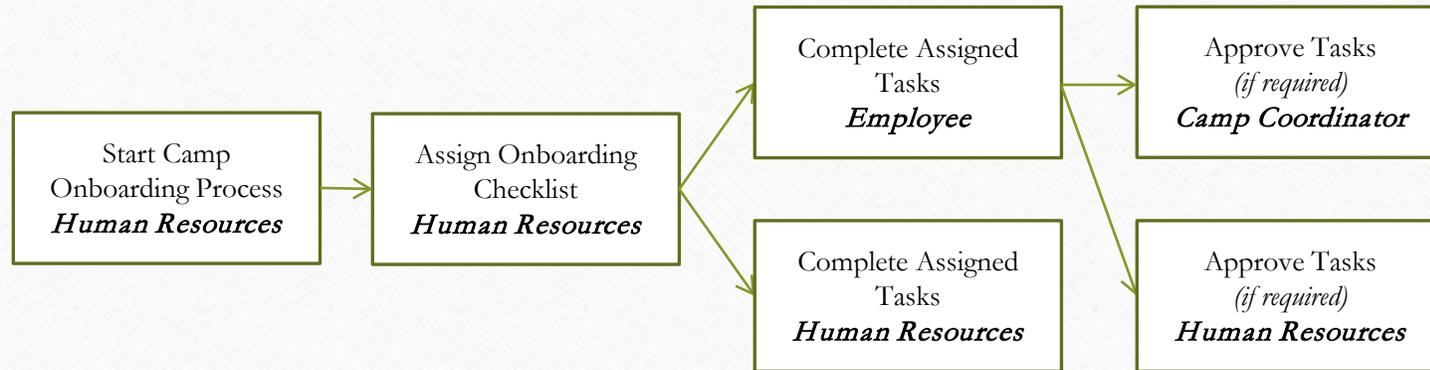


PeopleAdmin – Onboarding

- Human Resources launches all required Onboarding checklists
 - New Camp Hire → full Onboarding checklist
 - Continuing Camp Worker → background check checklist, if expired clearances
 - New Camp Worker (Current Messiah Employee) → checklist of all camp-related forms and trainings
- Human Resources notifies all Camp Workers of assigned checklists
- Human Resources will notify Camp Director and Camp Workers of incomplete Onboarding tasks on a weekly basis

Jobs.messiah.edu >>>>>> Step 6: Onboarding Tasks

IMPORTANT: A completed Hiring Proposal (i.e., status of "Hire") is required for HR to start the Onboarding process



PeopleAdmin Demo

Questions???
