

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 camp workers
- System will be used for select onboarding for continuing camp workers and Messiah employees working camps. Includes:
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Procedural Benefits

- Ensure a consistent hiring process among camp workers that is also comparable to hiring of other Messiah employees
- Provide for a consistent process between athletic and academic camps
- Ensure that we have an official position description on file for our camp positions
- Ensure that we have a completed application on every individual hired by the University
- Ensure 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

What is NOT Changing?

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Resources

- Summer Camp Training Presentation
- Summer Camps Memo
- Summer Camps Handbook
 - General Guidelines
 - Procedures Overview
 - FAQs
 - PeopleAdmin instructions, workflows and sample position

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

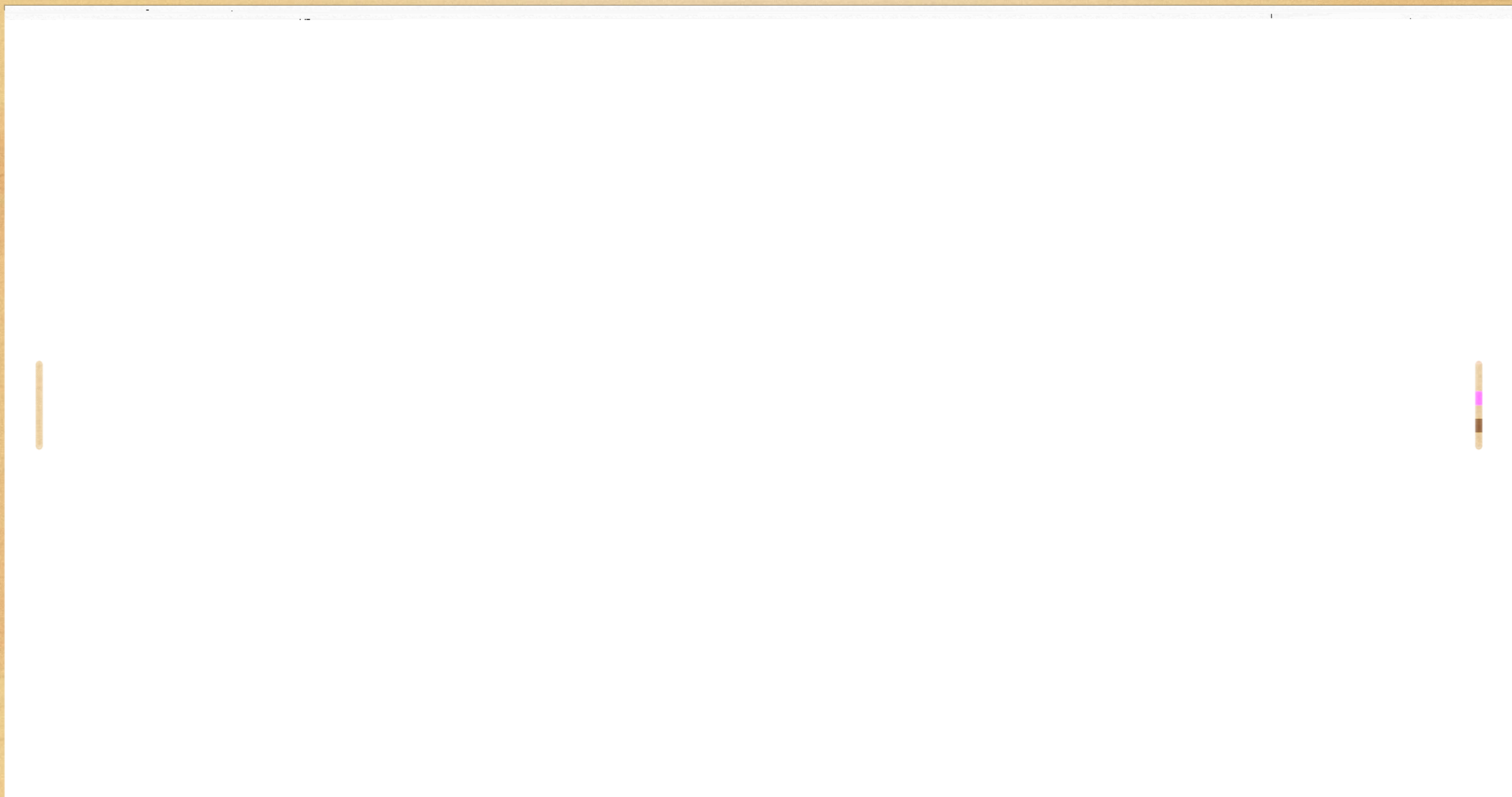
- **New Camp Hire**
 - New employee who: (1) has not worked previously; (2) who is a terminated employee; or (3) Camp Workers not employed in the prior summer
 - Will need to apply and complete FULL Onboarding checklist
- **Continuing Camp Worker**
 - Worked as a Camp Worker at least one of the prior two summers and is returning
 - Will _____ 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 _____ need to apply. Onboarding required for all completed 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 &



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

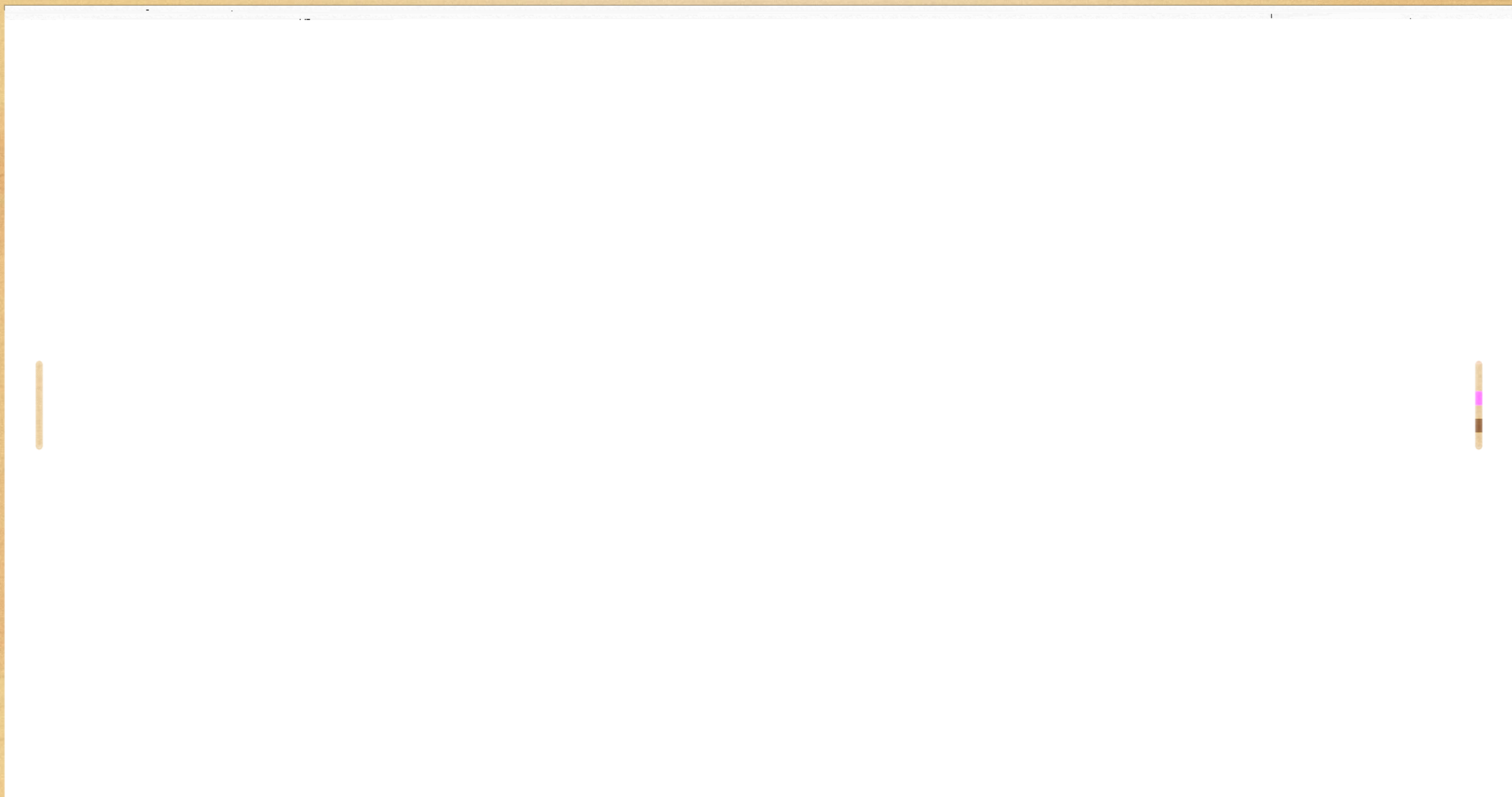
PeopleAdmin Process Overview

General Information

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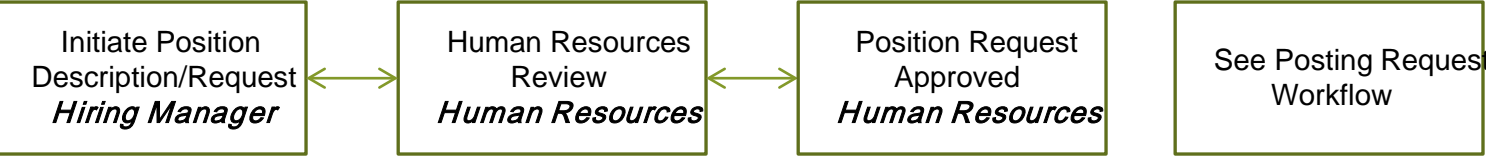
PeopleAdmin Position Description

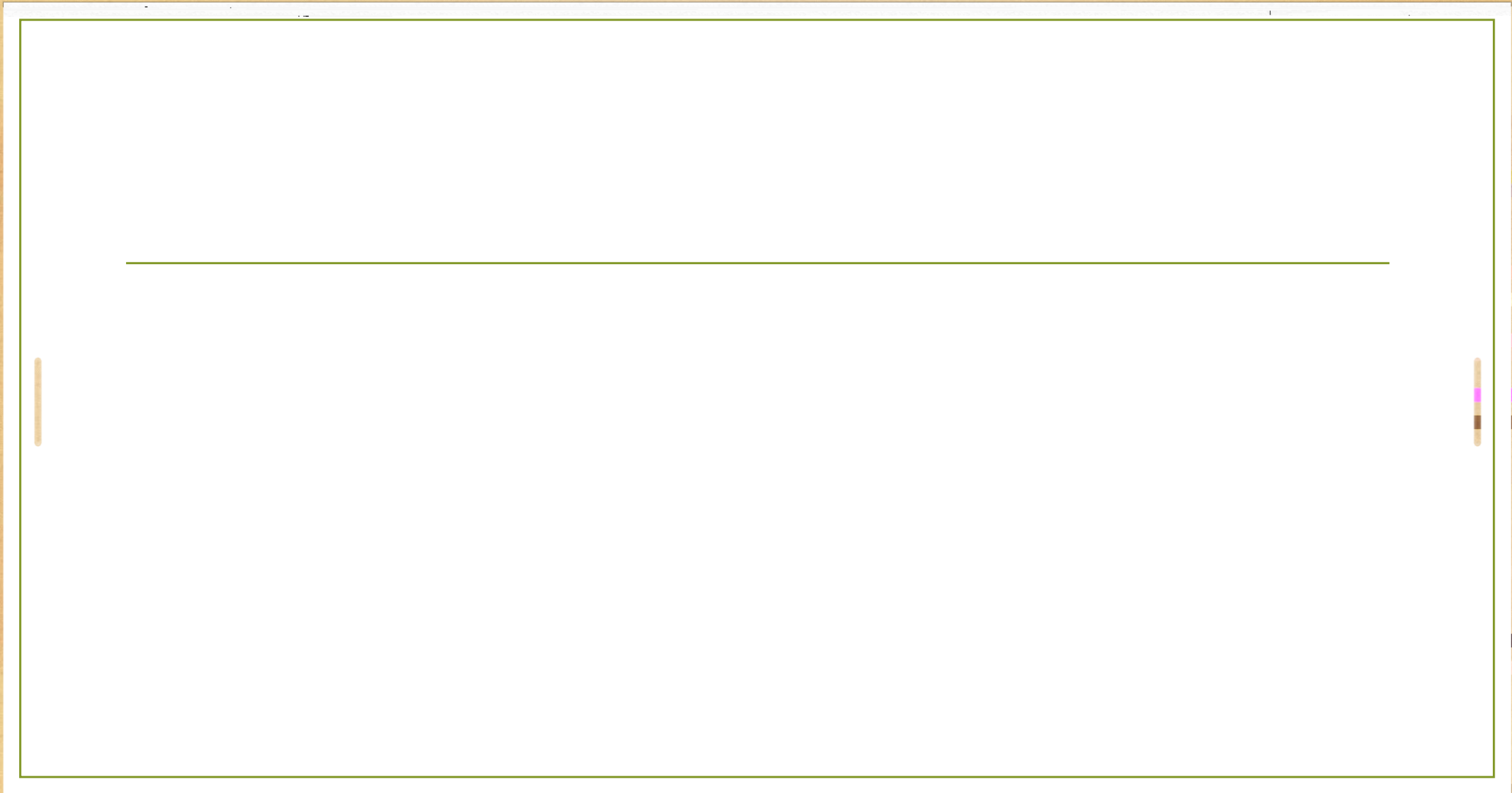
- Position Description is required for each camp
- Only one Position Description is required, but Camp Director can choose to have different Position Descriptions for different positions, if desired
- Sample Position Description is available in Handbook and Summer Camps website to assist with completion



>>>>>> Step 2: Position Description/Request Workflow

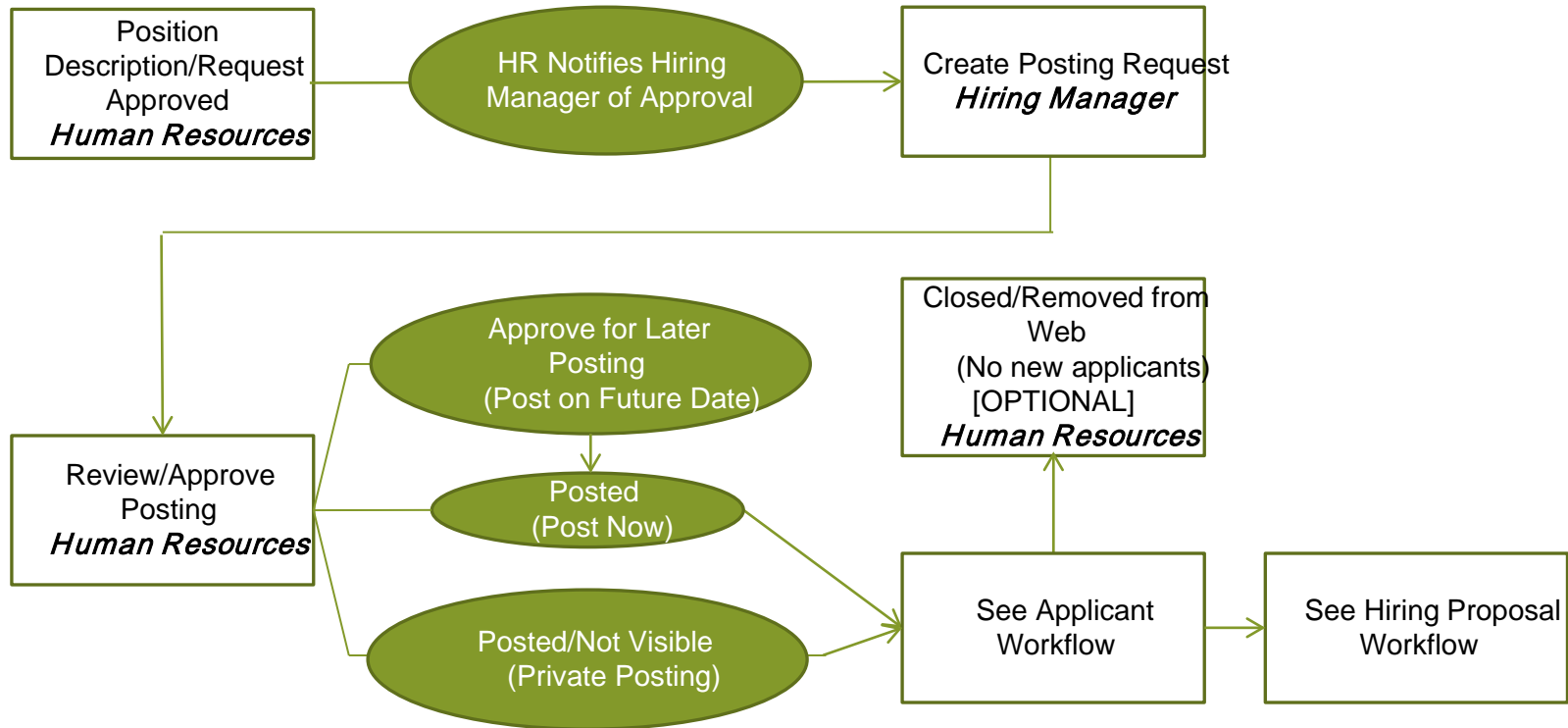
IMPORTANT: A Position Description is required PRIOR TO starting the Posting. If the Position Description already exists and no edits are needed, move directly to the Posting step.





>>>>> 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 applicants.



PeopleAdmin Applications

- _____ 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 email immediately when application received
- Sample Application is available in Handbook and Summer Camps website to assist with completion

>>>>>> Step 4: Applicant Review/Workflow

IMPORTANT:

PeopleAdmin Hiring Proposal

- Camp Directors MUS(r)-2u2 leAdmin

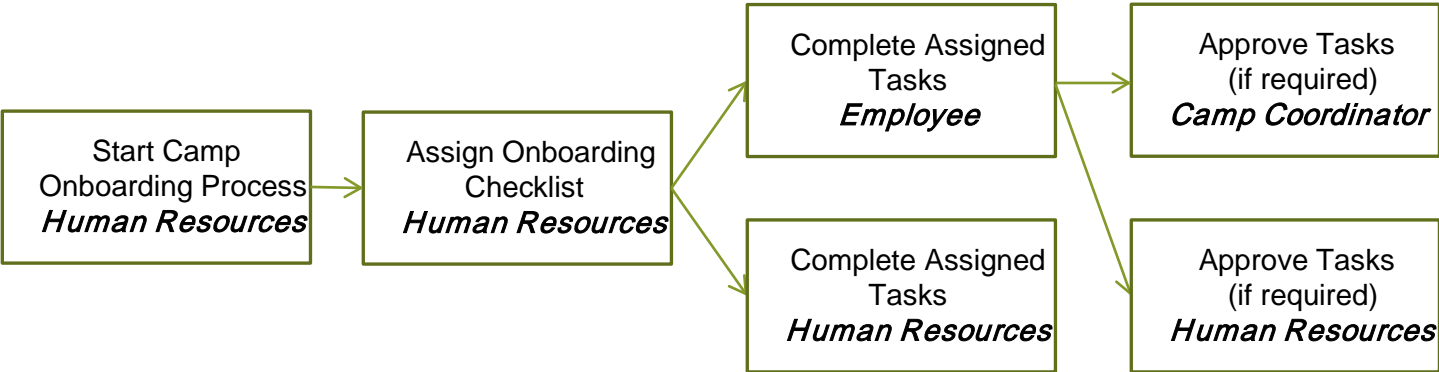


PeopleAdmin Onboarding

- 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 Employees) 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

>>>>>> Step 6: Onboarding Tasks

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



PeopleAdminDemo

Questions???
