

# Concept: Processing a New Hire

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When hiring a candidate who is either **not currently employed by CCA** or **is applying to an additional CCA job**, the hiring manager must follow particular steps in order to process the new hire.

## Before You Begin

- Follow the [recruiting process](#) to advance a job candidate up to the point of hire. Though this process differs according to position type (student vs staff), they have overlapping stages.
- Some positions do not require recruiting. If you did not use recruiting, begin with the [Processing Non-recruiting Hires](#) guide for initial steps.

## Up Next: Instructions by Position Type

The instructions for processing a new hire differ by position type. Follow one of the guides linked below for details:

- [Processing a New Hire: Staff Positions](#)
- [Processing a New Hire: Student Positions](#)

If you are hiring a current CCA employee into a new job, read the [Manage Job Changes](#) guide instead.