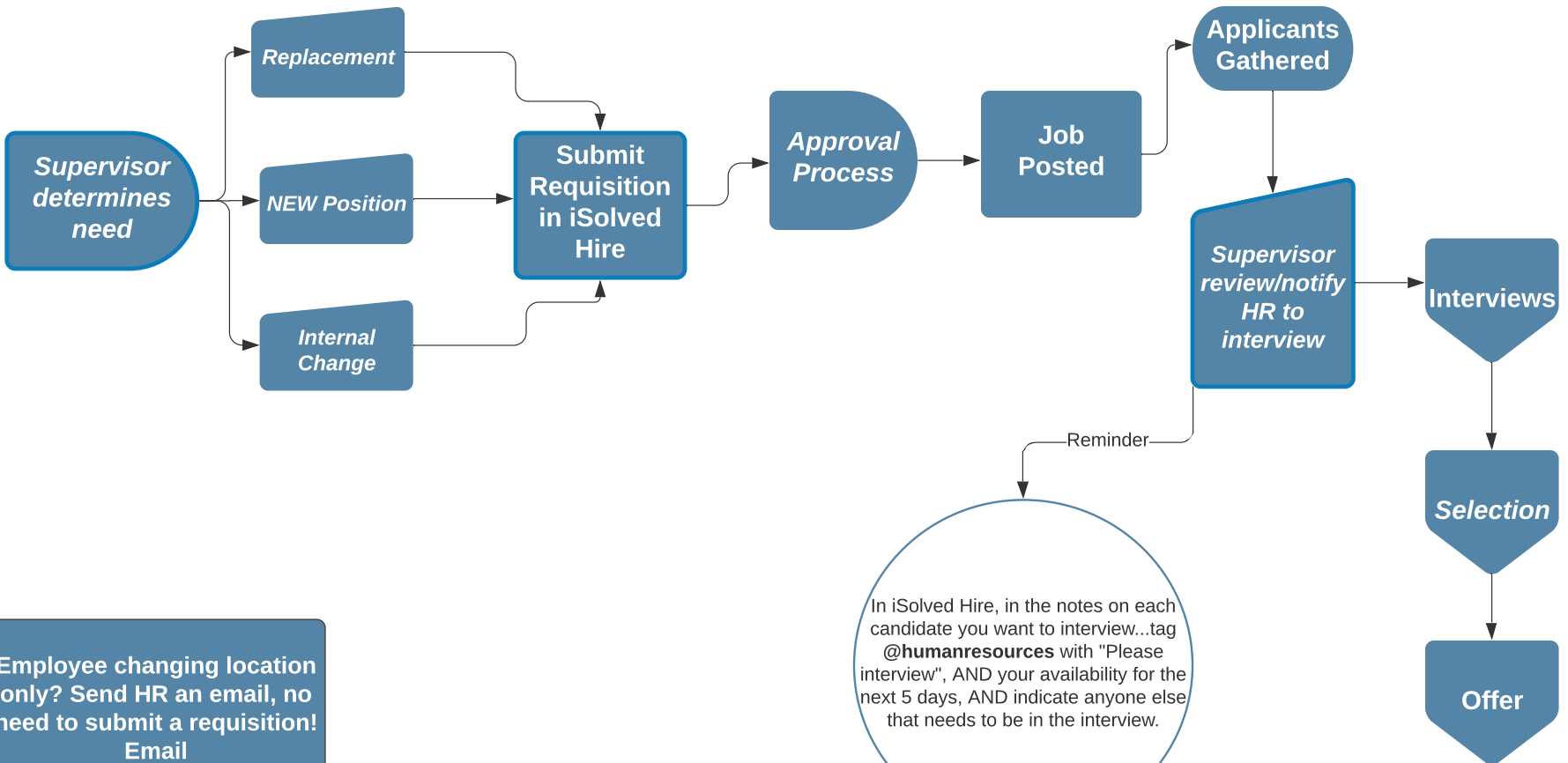


# New Hire Process



Employee changing location only? Send HR an email, no need to submit a requisition!  
Email  
[humanresources@mtec.edu](mailto:humanresources@mtec.edu)

Reminder

In iSolved Hire, in the notes on each candidate you want to interview...tag @humanresources with "Please interview", AND your availability for the next 5 days, AND indicate anyone else that needs to be in the interview.