

NEW HIRE FORM INSTRUCTIONS

	Good stuff. Good work.	Applicant Tracking & Search System	Logout
	Home / Job Orders / Alma School St	ore (135) Donation Attendant Candidates - Roy High	
	Application Status	you log all activity updates before changing an applicant's status.	
-	Status:	Hired	
	Reason for not hiring:		
		Save Fill Out New Hire Form	

After a candidate's disposition is changed to **Hired** and the status is saved, the Applicant Tracking System (ATS) automatically redirects to and opens the New Hire Form.

Note: If candidate is an Internal Hire/Promotion, do not complete this New Hire Form or change the status to Hired. Instead, change the disposition to **Internal Hire/Promotion**.

When promoting a team member, remember to:

- Notify the recruiter
- Run a background check
- Send team member for drug screen
- Initiate the job title change request in Kronos

New Hire Form			
Applicant S&H Term Employee Sid	K Buy Back Logout		
Hire			
Backgrou	nd Check		
What are t	he results from PDQ Background Check? *	○ Favorable ○ Unfavorable ○ Unsure (or Do not know yet) *	

The New Hire Form opens. Choose a radio button from the **Background Check** section. To proceed with filling out this form, the selection needs to be **Favorable**. Please answer this question honestly to avoid a processing delay.

New Hire Form						
Applicant S&H Term Employee Sick Buy Back Logout						
Hire Redenand Chade						
What are the results from PDQ Background Check? *						
Drug Test						
What are the results from Drug Test? *	○ Favorable ○ Unfavorable ○ Unsure (or Do not know yet) *					

The **Drug Test** section displays for all positions except retail front-line team members. Choose a radio button from the options above. To proceed with filling out this form, the selection needs to be **Favorable**.



ENTER NEW HIRE FORM DETAILS

Supervisor Information							
Supervisor Name:	Lara Tardo		Supervisor E-Ma	il:	Lar	a.Tardo@goo	dwillaz.org
New Employee Information							
Legal First Name: *	David	*	Phone: *				*
Legal Middle Name:			Email:		Davidsemail@g	gmail.com]
Legal Last Name: *	Test	*	SSN: *				*
Suffix:			Need a Goodwill	Badge?:	☑ Yes		
Address: *	1234 Beryl Ave	*	Gender: *		○ Female ○ Male *		
Address 2:			Ethnicity: *		Undisclosed		✓ *
City: *	Phoenix	*	Birth Date:		* (10/15/1984)		
State: *	AZ *						
Zip: *	85009 *						
Job Information							
Start Date: *	*		Company: *	GICA	~ *		
Hire Type: *	○ New Hire ○ Rehire *		Department: * (099) 099-R00		9-ROC Clearance	e Store	~ *
Employment Status: *	Select V*		Contract: *	Select Or	t One 🗸 *		
Pay: *	* per Sele	:t ✔ *	Location: * Select Prev		eviousFirst 🗸	*	
			Job Title: * Select Pre		evious First 🗸		
			Supervisor: *	Select Or	ne	~ *	
Employee Needs							
Motor Vehicle Report Required?		Yes	Keys Required?			Yes	
Cell Phone Required? (Allowance Reque	st)	Yes	Computer Requi	red?		Yes	
Office or Cubicle Name Plate Required?		Yes	TEAMS access?			Yes	
Alarm Codes Required?		Yes	Great Plains Access?			Yes	
Drive a company vehicle?		Yes	Other Software?			Yes	
Safe Codes Required?		Yes					
Emergency Contact Information							
Name:			Primary Phone:				
Relationship: Select V							
Additional Comments							
	^						

The rest of the form displays. Several fields auto populate with information from ATS.

To fill out the rest of the form:

- 1. Enter or select all relevant information in the form. Fields with an asterisk * are required.
 - The required fields are primarily in the **New Employee Information** and **Job Information** sections.
 - The Employee Needs, Emergency Contact Information, and Additional Comments fields are optional; however, any information applicable to the new team member must be entered or selected.

Please be aware account creation and hardware setup for non-front-line positions require 5 business days. Account creation for front-line positions require at least 24 hours.	
ОК]

Note: New Hire Forms for Corporate, Workforce Development, and other non-front line positions (e.g., Retail/Commercial Maintenance Leaders) must be submitted a minimum of 5 days prior to the start date. This is the required timeframe needed by IT to set up the new hire account with appropriate access privileges and hardware. New hire forms for front-line positions require *at least 24 hours* in order for the account to be set up.



ENTER NEW HIRE FORM DETAILS, CONTINUED

Additional Comments					
Verification Acknowledgement					
Front Line Positions: I have provided the GSO Flyer and Minor Consent Form (if	needed) to the new hire.				
Non-Front-Line Positions: I have provided the acceptable forms of identification	n document and Minor Consent Form (if needed) to the new hire.				
□ Yes *					
Next					

The **Verification & Acknowledgement** section displays at the bottom of the screen below the Additional Comments field.

2. To proceed with submitting this form, check the **Yes** checkbox.

By selecting this checkbox, a hiring individual is acknowledging that they provided the document(s) listed above.

To access and print the documents referenced above, click the link in **the Verification Acknowledgement** section, navigate to the appropriate file(s) and then click **Finish**. Hiring managers for front-line positions should complete the first page of the GSO flyer before giving all pages to the new team member.

- 3. Once the request form is complete, click **Next**.
- 4. A read-only review page opens. To modify a field, click **Back**. If everything is correct, click **Next**.

Once the form is submitted, it is best practice for a hiring manager to add the new team member's start date on their personal calendar. For those who would like to send a welcome email to the new team member, a Welcome Email message template is available at the same path as the resources listed above.

New Hire Form	
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	Enter
	The new hire form has been submitted.
	Return back to applicant search.

5. A confirmation displays showing the request was submitted successfully.



ADDITIONAL TIPS

Here are some additional tips to completing this form.

The City and State fields are read-only and only change if the Zip Code is modified.

Integration Error	Integration Error
Please continue with the process but be aware that this SSN matches an existing dependent in Kronos. This will cause a delay in the integration process and calendar will display the earliest start date possible for your new hire. Please contact HR Support ext. #4100 option 1.	Please continue with the process but be aware that this SSN matches an existing person in Kronos, but the first and/or last name do not match. This will cause a delay in the integration process and calendar will display the earliest start date possible for your new hire. Please contact HR Support ext. #4100 option 1.
ОК	ОК
Integration Error	
This SSN matches an existing person in Kronos and	Error
cannot continue with the process. Please contact HR Support ext. #4100 option 1.	Invalid SSN format. Please try again.
ок	OK

After typing the Social Security Number (SSN), a pop-up error message may display if a user with that SSN already exists in Kronos under a different name, the same name, or it matches a dependent. Another error appears if the SSN format is invalid. There is no need to contact HR Support for any of these errors because after the New Hire Form is submitted, a ticket is automatically created in ServiceNow for HR Support to fix.

Employee Needs					
Motor Vehicle Report Required?	Yes	Keys Required?	Yes		
Cell Phone Required? (Allowance Request)	V Yes	Computer Required?	Yes		
Cell Phone Type?	● Phone ○ Phone + Data	TEAMS access?	□ Yes		

If a cell phone is required, the **Yes** checkbox opens a new field row **Cell Phone Type**. Choose the appropriate radio button from this row and make sure the proper selection is also noted on the Allowance Request form, which is available on the Gazette. Finish the process by filling out the Allowance Request form and sending to the Finance department as soon as possible for approval.

QUESTIONS OR SUPPORT

If you have any questions or need immediate assistance, contact HR at 602-535-4100 and select the appropriate option.