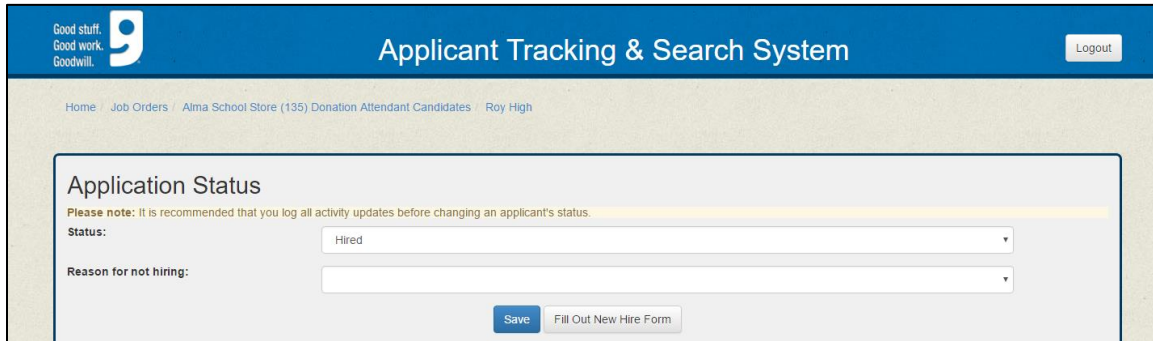


NEW HIRE FORM INSTRUCTIONS

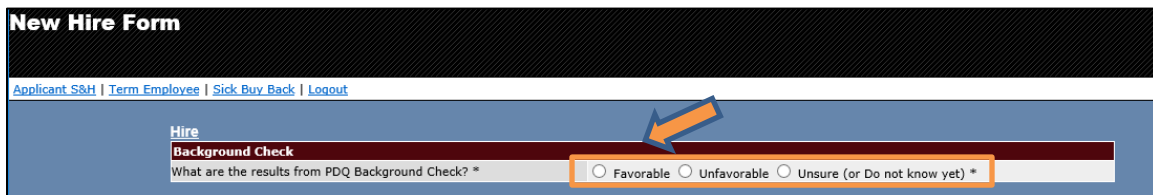


After a candidate’s disposition is changed to **Hired** and the status is saved, the Applicant Tracking System (ATS) automatically redirects to and opens the New Hire Form.

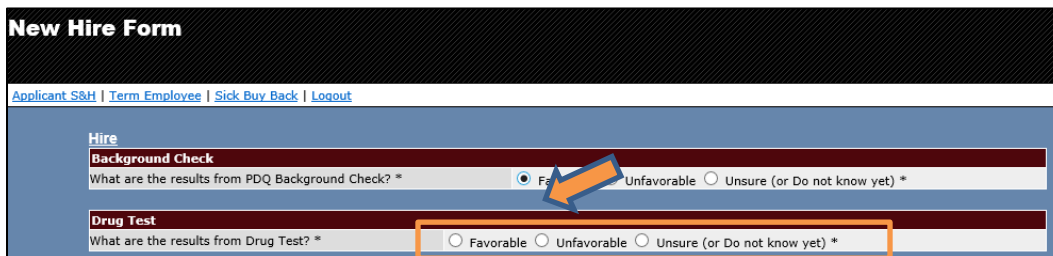
**Note:** If candidate is an Internal Hire/Promotion, do not complete this New Hire Form or change the status to Hired. Instead, change the disposition to **Internal Hire/Promotion**.

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



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.



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-Mail:	Lara.Tardo@goodwillaz.org
New Employee Information			
Legal First Name: *	David *	Phone: *	
Legal Middle Name:		Email:	Davidsemail@gmail.com
Legal Last Name: *	Test *	SSN: *	
Suffix:		Need a Goodwill Badge?:	<input checked="" type="checkbox"/> Yes
Address: *	1234 Beryl Ave *	Gender: *	<input type="radio"/> Female <input type="radio"/> Male *
Address 2:		Ethnicity: *	Undisclosed *
City: *	Phoenix *	Birth Date:	
State: *	AZ *		
Zip: *	85009 *		
Job Information			
Start Date: *		Company: *	GICA *
Hire Type: *	<input type="radio"/> New Hire <input type="radio"/> Rehire *	Department: *	(099) 099-ROC Clearance Store *
Employment Status: *	Select... *	Contract: *	Select One... *
Pay: *		Location: *	Select Previous First... *
		Job Title: *	Select Previous First... *
		Supervisor: *	Select One... *
Employee Needs			
Motor Vehicle Report Required?	<input type="checkbox"/> Yes	Keys Required?	<input type="checkbox"/> Yes
Cell Phone Required? (Allowance Request)	<input type="checkbox"/> Yes	Computer Required?	<input type="checkbox"/> Yes
Office or Cubicle Name Plate Required?	<input type="checkbox"/> Yes	TEAMS access?	<input type="checkbox"/> Yes
Alarm Codes Required?	<input type="checkbox"/> Yes	Great Plains Access?	<input type="checkbox"/> Yes
Drive a company vehicle?	<input type="checkbox"/> Yes	Other Software?	<input type="checkbox"/> Yes
Safe Codes Required?	<input type="checkbox"/> Yes		
Emergency Contact Information			
Name:		Primary Phone:	
Relationship:	Select... *		
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.

**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

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**.

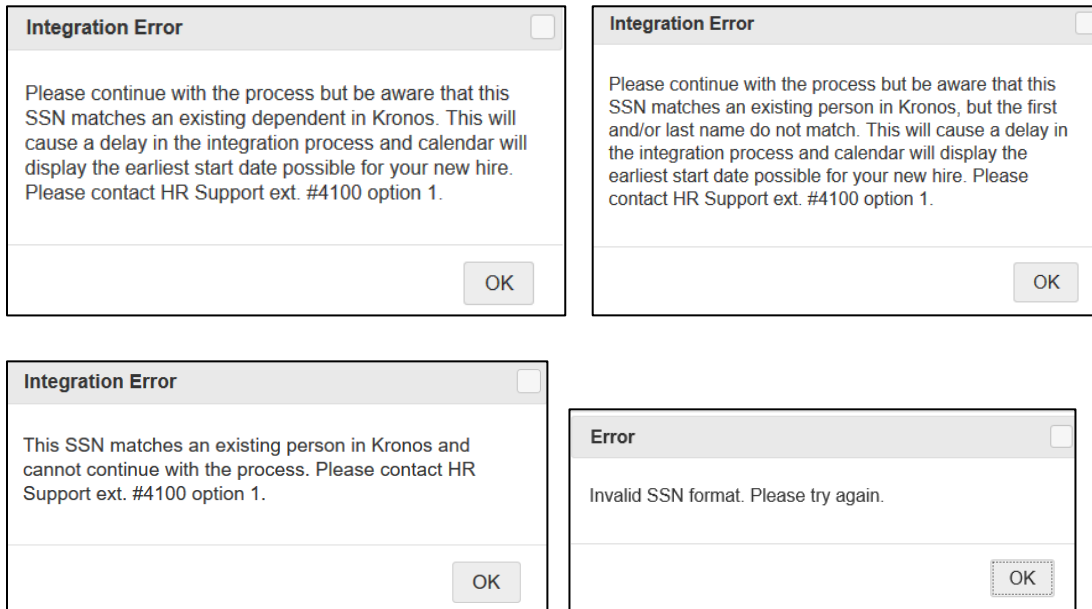
Once the form is submitted, it is best practice for a hiring manager to add the new team member’s start date on their personal calendar. For those who would like to send a welcome email to the new team member, a Welcome Email message template is available at the same path as the resources listed above.

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.



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?	<input type="checkbox"/> Yes	Keys Required?	<input type="checkbox"/> Yes
Cell Phone Required? (Allowance Request)	<input checked="" type="checkbox"/> Yes	Computer Required?	<input type="checkbox"/> Yes
Cell Phone Type?	<input checked="" type="radio"/> Phone <input type="radio"/> Phone + Data	TEAMS access?	<input type="checkbox"/> 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.