

Process at a GLANCE

Before *new hire's* first day

1

- o Follow all steps of hiring process (COE, background check, New Hire Form).
- o Confirm computer, mouse, and keyboard works. Contact IT with issues.
- o Confirm sound level is ok when using headphones.
- o Use the Badge Lookup Tool to confirm new hire account has been created. Print Welcome Packet and write Employee ID, Username, and Badge # on top of first page.

- L** 1. Show new hire time clock, how to clock in/out, and where work schedule is located.
 - TM** **L** 2. Verify team member has appropriate ID's and complete I-9.
 - L** 3. Give team member headphones and review Welcome Packet.
 - TM** **L** 4. Help team member create password via my.goodwillaz.org. Review Login Reference and LMS Quick Start Guide for help.
 - TM** **L** 5. Ensure team member completes new hire forms in HRSS; assist, if needed. Do not provide tax advice!
 - TM** 6. Instruct team member to watch Employee Handbook & Bloodborne Pathogens (BBP) Computer Based Training (CBTs).
 - L** 7. Verify completion status of new hire paperwork, Employee Handbook and BBP CBTs on Forms & Training Completion Checklist.
 - TM** 8. Direct team member to login to LMS and launch the Online GSO CBT.
- L** = Leader **TM** = Team Member

ON DAY OF GSO

2

AFTER GSO

3

1. Have team member log into YouEarnedIt and redeem Behavior Bonus.
2. Lead conversation with team member about:
 - Your leadership and communication style
 - Important company information
3. Proceed with onboarding team member.