



HOURLY EMPLOYEE HIRING/ONBOARDING PROCESS

1. Staffing/Hiring Needs

- a. Manager communicates with Employee Experience Director (EED) about staffing/hiring needs.

2. Phone Interviews

- a. EED will conduct phone/video interviews with candidates.

3. In-Person Interviews

- a. Promising candidates will be set up with an in-person interview with the respective location manager and Keith/assistant manager/EED.
- b. Once in-person interviews are held, the respective location manager will contact EED about decision on each candidate.

4. Job Offers

- a. EED will send out job offers or rejections, CC'ing respective location manager and assistant manager/Keith.
- b. Once accepted, EED will send out a response regarding online paperwork onboarding, vaccination form, and code of conduct.

5. Welcome Email

- a. Respective Location Manager will respond with a welcome email that includes scheduling first shifts as well as necessary licenses/permits per job.

6. When I Work

- a. Add new employee to When I Work. You'll need email address, phone number, and chosen/preferred name.
- b. Click on "Users"
- c. Click on "Add" Button
- d. Fill out all information (First Name, Last Name, Email, Phone Number, Role : Employee, Positions This Person Works : select specific location)
- e. Click on "Assignments" to add specific working locations
- f. Click on "Hourly Rates" to add hourly rate for budgeting reason
- g. Click on "Advanced Details" to add the last 4 digits of the employee's phone number for Employee ID. Please communicate with new employee this is how they will clock in and out.

7. Scheduling Training Shifts