

New Hire Process

1. An employment application and background check are still required.
2. When the BGC clears and the job has been offered and accepted, the new hire will be sent an email by the supervisor with instructions for New Hire orientation and notified they will receive an email from the office manager with the online hiring paperwork.
3. After I receive the application packet with the application, applicant appraisal, completed reference checks, copies of applicable certs and an offer worksheet signed by the executive, I will send the New Hire Invitation. (Please make sure the offer worksheet has an accurate start date.) The invitation will be sent via email to the employee with instructions on creating a Paycor account, completing their profile and accessing new hire documentation. If they do not have an email account, one will need to be created.
4. After they have completed their documentation I will complete my part in Paycor. At that time I will send the employee an email with the last step of the hiring process, which is bringing in their New Hire Orientation, ID for their used for their I-9 and banking information.
5. At that time I will send an email to the employee and the supervisor letting them know they can start work.