



# HIRED STAFF ONBOARDING CHECKLIST

## AFTER THE INTERVIEW...

- [Read the Conditions of Employment](#) – Read thoroughly before signing your SAF.
- Sign Staff Agreement Form (emailed to you) – Read carefully, then sign and [email](#) both pages.
- [Upload](#) Headshot – Provide a clear photo of yourself to be used on the [Meet Our Staff](#) page.
- Submit [Voluntary Disclosure Form](#): Disclose any relevant information and submit.
- Submit [Drug & Alcohol Policy Form](#): Review policy, acknowledge, and submit.
- Join Slack Workspace (emailed to you) – Accept the invite and set up your profile.
- Expert Online Training Videos (emailed to you) – Begin your assigned training modules.

## IN THE SPRING... (MARCH-MAY)

- [Upload](#) Certifications – Provide copies of certifications listed on your application.
- [Upload](#) Food Handlers Card – Upload a valid card (complete training if needed).
- Submit [Staff Health History](#) – Complete and submit the form online.
- Upload [Physical Exam Form](#) – Have a provider complete and sign, then upload.
- Read [Driver's Presentation](#) – Review all vehicle and transport policies.
- [Upload](#) Driver's License – Upload a photo (**U.S. license holders only**).
- Submit [Driver Form](#) to Insurance – Complete the broker's online form.
- [Upload](#) Visa Page (**International Staff Only**) – Upload a copy of your passport visa page.
- Submit [Background Check Form](#) – Fill out the application and upload confirmation screenshot.
- [Upload](#) I-9 Documents – Upload required documents (**International Staff – wait until arrival**).
- Submit Employment Forms (emailed to you) – Submit all required forms (W-4, A-4, I-9).
- Select Payment Type (emailed to you) – Indicate how you would like to be paid.
- Submit [Electronic W-2 Consent Form](#) - To receive your W-2 form electronically.
- Submit [Travel Form](#) – Provide your arrival and departure details.

QUESTIONS? LOOK AT THE KEY ABOVE AND REACH OUT!

ADAM

LINDA

SAYAKA