

Winning Wheels, Inc. Team Member Onboarding Process

1. Department Supervisors will schedule and conduct interviews with incoming applicants.
 - Interview Templates
 - www.wwihub.com flyer
 - Payroll Change Form
 - Benefit Overview

When the supervisor has selected a candidate to receive an offer of employment, the supervisor will send the completed application/resume, interview template and payroll change form to Human Resources.

2. Human Resources will check references and present the offer to the candidate. Once the offer is accepted HR will schedule an in-person paperwork appointment to be held at the Lyndon Progress Center to complete pre-employment requirements.

Items Completed/Covered at Pre-Employment Paperwork Appointments:

- Tax withholding information
- Direct Deposit established
- Benefit programs reviewed and enrollment paperwork completed
- Organizational Structure, Code of Conduct, IT Requirements, Disciplinary Action Process, Grievance Process, Compliance and Employee Handbook
- Background check, licensure verification, etc.

HR will update the supervisor on the progress of this process. An efficient process is key to maintaining adequate staffing levels but we also must ensure our new team members are receiving a professional and comprehensive onboarding process. Hiring new team members is a substantial commitment for the supervisor and organization that shouldn't be taken lightly.

3. Once pre-employment requirements have been completed the supervisor will contact the candidate to schedule their first day of employment. The supervisor will let HR know what that date will be and HR will enter them into the systems as appropriate.
4. HR will enter the new employee into the different system and send that information to the supervisor prior to the new team member's first day:
 - Badge #
 - Relias Log In
 - OnShift Log In
 - General Orientation Date
5. On the candidate's first day the hiring manager is responsible for conducting a department orientation with the new team member which will be documented with the department orientation checklist and management mentor sheets. These must be sent to HR for the personnel file within 7 days.
6. Each candidate will be scheduled to attend the next facility general orientation. It is the supervisor's responsibility to ensure their new hires are in attendance.

If these items are not completed – the new team member must be removed from the department's schedule until completed.

Prior to General Orientation HR will send out reminders and a list of new team members scheduled to attend to supervisors and presenters.