



**Prehire:**

1. Determine what roles we need to hire for
2. Identify role description
3. Post the roles
4. Phone interview with Bill
5. Face 2 Face interview with POD
6. Candidate complete personality test
7. Extend offer or reject letter
8. Background check (outsourced)
9. Drug test (outsourced) technicians
10. E-verify

**Prestart:**

11. Direct deposit form (Heartland Payroll)
12. I-9 (contractor) or W-4 (FTE)
13. Set up company email
14. Add the employee in People
15. Add to CRM

**First-day onboarding:**

16. Company Orientation Presentation
17. Welcome Package
18. Passwords to company tools
19. Laptop & Document
20. Lunch with CEO
21. Role Training:
22. Shadow
23. Mock work

