

SMC ASSOCIATE HIRING AND ONBOARDING SCHEDULING STEPS

1. Obtain a **completed application**
2. **If interested, interview the applicant by using and completing the Office Interview Form.** Complete SMC Interview Results form, Phone Reference forms and COS (follow step three). If not interested provide application to *HR Department to file*.
3. **Provide pages to HR:**
 1. New Employment Application 2pgs
 2. SMC Interview Results
 4. Phone and/or Personal References
 5. Change of Status
4. When **HR Approves hiring, schedule a time and date with HR** of when the applicant will complete the Onboarding New Hire Packets and I9 completion (usually the first day of employment).
5. **HR will provide the Onboarding Acknowledgment and Manager Confirmation form.** This form includes a list of original unexpired documents that the applicant must bring as proof of their eligibility to work in the United States
6. **Contact your applicant and make an offer**, provide the date of the appointment and if the applicant accepts, review (send via email or in person) the Onboarding Acknowledgement Confirmation includes List of documents applicant is expected to bring to the Main Office on the first day of employment, Background Consent Form, Employee Pay Selection and Arbitration Agreement Form.
7. **Notify HR** that the applicant confirmed (via email or verbal).
8. **One or two days before the scheduled appointment contact applicant to confirm their appointment.** If there are any changes inform HR as soon as possible if the appointment needs to be re-scheduled.
9. **The day of the appointment, the department head/supervisor will meet the new hire at the lobby and escort to HR.** If applicant is a NO SHOW or a NO CALL please notify HR immediately.

