

Hire Someone

Follow these steps to notify Recruiting that your new hire has accepted the offer and is ready to move to onboarding.

1. For Team Leads change the status to **Accepted Offer**. For Shift Leads, Store and General Manager after the background check Consent has been completed change the status to **Background Check**.

This screenshot shows a job offer details page. At the top, it says '4019 Helton Drive, 30, Middl'. Below that, the job title '1051 - Team Leader' is displayed with a briefcase icon. To the right, the Hiring Manager is 'Coram, Raymond' and the Recruiter is 'Kendall Hayes'. The 'Applied on' date is '07/05/2023'. The 'Status' is highlighted in yellow and reads 'Accepted Offer' with a pencil icon. To the right of the status are links for 'Resume Preview | Download'. Below the status, the 'Source' is 'Career Center' with a pencil icon. The 'Offer Status' is 'Offer Accepted'. The 'Desired Salary' is 'Not available'. At the bottom, there are links for 'Profile' and 'Posting Questions and Responses'.

2. Go to My Team > Team Information > My Team.

This screenshot shows the 'My Team' dashboard. At the top, there are logos for 'ADP' and 'WHITEWATER EXPRESS CAR WASH'. Below the logos is a navigation bar with 'Home', 'Resources', 'Myself', 'My Team' (highlighted in yellow), 'People', and 'P'. The main content area is divided into two columns. The left column is titled 'Team Information' and contains links for 'My Team' (highlighted in yellow), 'Organizational Chart', 'Company Policy Status', and 'Team Calendar'. The right column is titled 'Time Off' and contains links for 'Time Off Balances' and 'List Of Requests'. Below the 'Time Off' section is a section titled 'Time & Attendance' with a link for 'Team Dashboard'.

3. Under Actions click on **Hire Someone**.

This screenshot shows the 'My Team' page. At the top, there is a navigation bar with 'Home', 'Resources', 'Myself', 'My Team' (highlighted in yellow), 'People', and 'Process'. Below the navigation bar is a section titled 'My Team'. On the left, there is a dropdown menu showing '89L - WHITE WATER EXPRESS'. On the right, there is a search bar with 'Daniel' entered. Below the search bar is a table with columns for 'Employee Name', 'Status', 'Job Title', and 'Position ID'. On the right side of the page, there is a section titled 'Things to Do' with the text 'You're all caught up.' Below this is a section titled 'Actions' with a link for 'Hire someone' highlighted in yellow.

4. Select your new hire name and click **Next**.

Hire an associate

Does this person have a candidate profile?*

☒ Yes
☐ No

Select the candidate to bring in their information.

Search by name, req#, or job title

Name	Requisition Number	Job Title
allen, Daniel	1051	Team Leader

Cancel Next

5. Enter **Hire Date** (hire date must be within 3 days from start date). Hire Date must match with the I-9 date in section 2. Click **Next**.

Hire an Associate

After you complete these steps, you'll submit this request to an HR practitioner for review.

DA Daniel allen Job Title Team Leader Hire Date 07/10/2023

When and Why

Hire Date* 07/10/2023

Comments

Save and exit Next

6. The next page will automatically populate your new hire personal information, click **NEXT**. *Do not enter additional information unless is required.*

Personal Email dallen4507@gmail.com

Tax ID:

Tax ID Type Select Tax ID Number

National Identifier USA - United States

Save and exit Previous Next

7. Select your new hire **Job Title** from the drop box below. The Work Location and I-9 will automatically populate. Click **Next**.

Employment Information

Position

Job Title
TL10000 - Team Leader

Corporate Groups

Worked-In Country
USA - United States

Business Unit
Work Location
517 - Liberty Township

I-9

Will this worker complete Form I-9?
☒ Yes, electronically ☐ Yes, on paper

Save and exit [< Previous](#) [Next >](#)

8. Select Any Practitioner to notify Recruiting.

Work Location
001 - East

I-9

Form I-9 will be completed
Yes, electronically

Assign Next Step

Which HR practitioner should review this request?
☒ Any Practitioner ☐ Selected practitioners

Save and exit [< Previous](#) [Submit](#)

Recruiting will be notified to assign the onboarding experience to your new hire. When the new hire completes all required tasks, Recruiting will notify the hiring Manager to complete section 2 of the I-9 form. **Your new hire can be put to work after receiving the Welcome email below. Failure to start your new hire prior to this notification will result in disciplinary action up and including termination.**



Welcome to the team, Justin!

Your manager will soon be in touch with you to schedule your first day at WhiteWater!
Here are your login credentials to some of the apps we use at WhiteWater.

DRB Info

Reach out to the Recruiting Department if you have any questions at Recruiting@whitewatercw.com