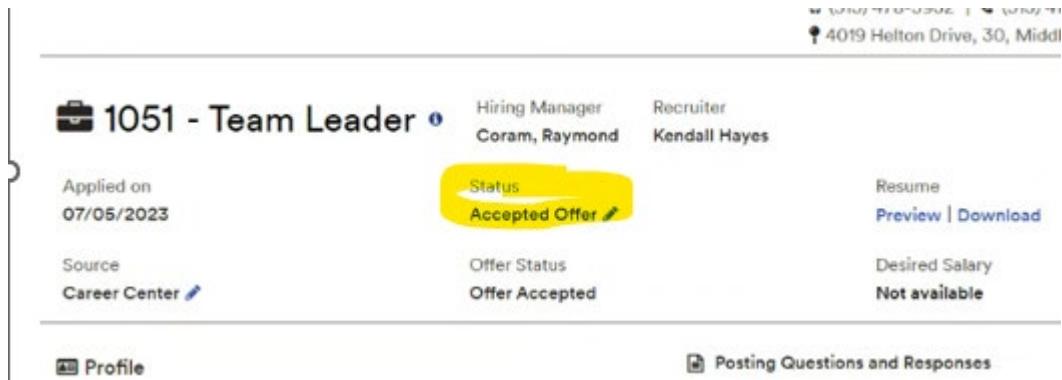


Hire Someone

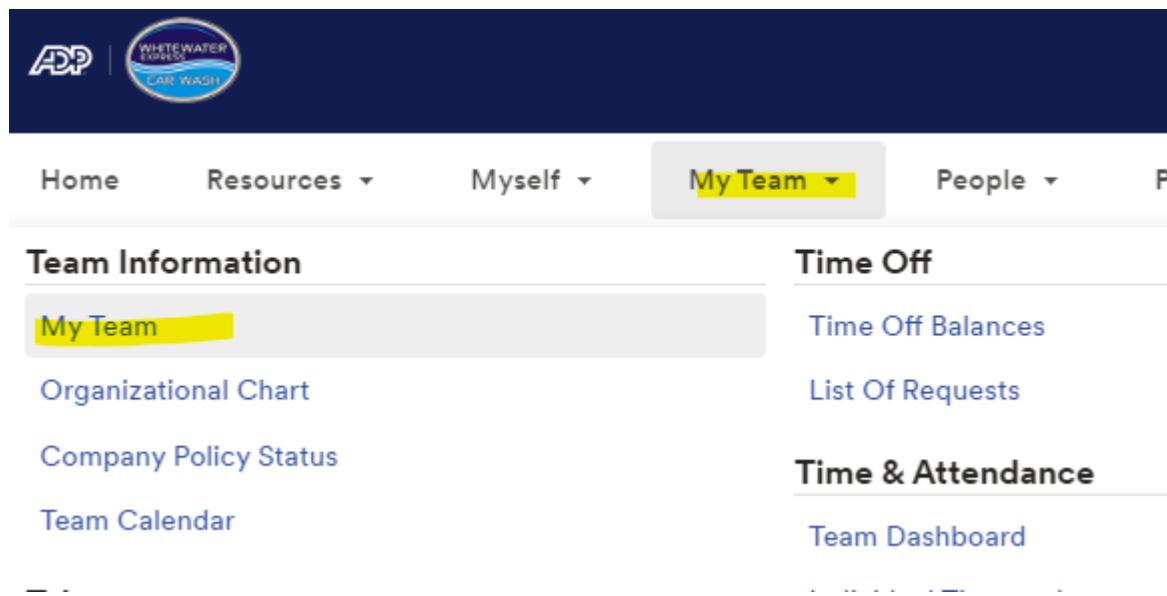
Follow these steps to notify Recruiting that your new hire has accepted the offer and is ready to move to onboarding.

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**.



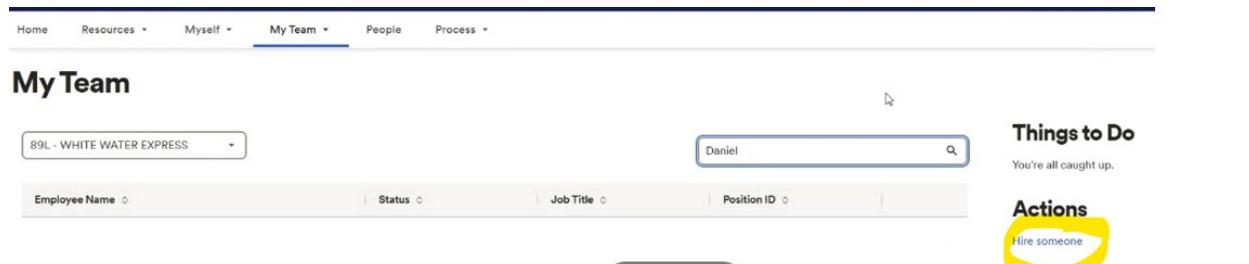
A screenshot of a candidate profile page. At the top, it shows the hiring manager as Coram, Raymond and the recruiter as Kendall Hayes. The status is highlighted with a yellow box and labeled 'Accepted Offer'. Below this, offer status is shown as 'Offer Accepted'. Other details include the application date (07/05/2023), source (Career Center), resume preview, desired salary (Not available), and profile and posting buttons.

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



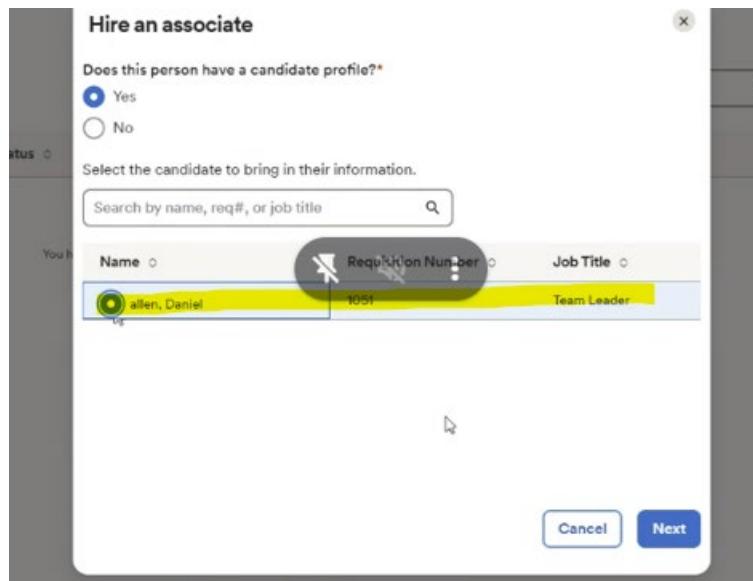
A screenshot of the 'My Team' page. The navigation bar shows 'My Team' as the active tab. The left sidebar has 'My Team' highlighted and includes links for 'Organizational Chart', 'Company Policy Status', and 'Team Calendar'. The right sidebar has sections for 'Time Off' (Time Off Balances, List Of Requests) and 'Time & Attendance' (Team Dashboard).

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



A screenshot of the 'My Team' page showing the 'Actions' section. The 'Hire someone' button is highlighted with a yellow box. Other buttons in the Actions section include 'Edit', 'Delete', and 'Import'.

4. Select your new hire name and click **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 <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Hire Date* <input style="width: 150px; border: 1px solid #ccc; border-radius: 4px; padding: 2px; margin-right: 10px;" type="text" value="07/10/2023"/> (MM/DD/YY) Comments <div style="border: 1px solid #ccc; height: 40px; width: 100%; margin-top: 5px;"></div> </div>			
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 <input type="text" value="daniel4507@gmail.com"/>	Tax ID: Tax ID Type <input type="text" value="Select"/>	Tax ID Number <input type="text" value="National Identifier USA - United States"/>
Save and exit 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
1110000 - Team Leader

Corporate Groups

Worked-In Country
USA - United States

Business Unit
Work Location
617 - 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