WHITEWATER EXPRESS CAR WASH®
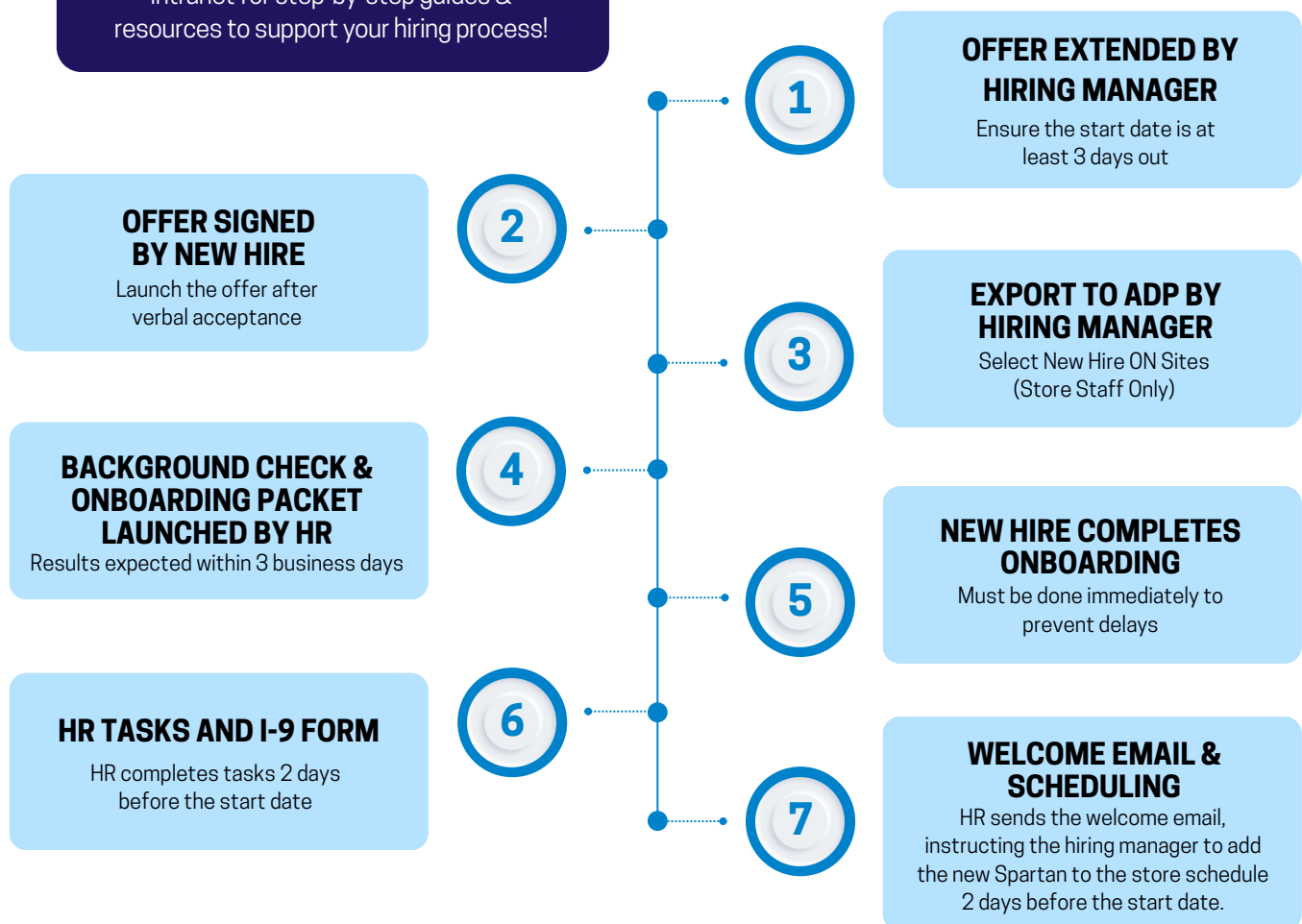
ONBOARDING WORKFLOW

Visit the Recruiting Page on the company intranet for step-by-step guides & resources to support your hiring process!

1 **OFFER EXTENDED BY HIRING MANAGER**
Ensure the start date is at least 3 days out

2 **OFFER SIGNED BY NEW HIRE**
Launch the offer after verbal acceptance

3 **EXPORT TO ADP BY HIRING MANAGER**
Select New Hire ON Sites (Store Staff Only)

4 **BACKGROUND CHECK & ONBOARDING PACKET LAUNCHED BY HR**
Results expected within 3 business days

5 **NEW HIRE COMPLETES ONBOARDING**
Must be done immediately to prevent delays

6 **HR TASKS AND I-9 FORM**
HR completes tasks 2 days before the start date

7 **WELCOME EMAIL & SCHEDULING**
HR sends the welcome email, instructing the hiring manager to add the new Spartan to the store schedule 2 days before the start date.

*New hires who do not complete onboarding within 2 weeks will be removed from the onboarding queue.

To check new hire status click here or log in to ADP: Navigate to **My Team > Manager New Hire Onboarding**.