

Onboarding Checklist for Self-Hire Community Support Staff

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- Participant/designee informs their fiscal intermediary contact they have identified a candidate and sends the FI the following details about the candidate:
 - Full legal name
 - Email address
 - Phone number
 - What role candidate is being hired for (com hab, respite or a combination)
 - Full- or part-time
 - Pay rate
 - Extra training needed (paid neighbor, overnights, live-in caregiver, remote com hab, etc.)
- FI completes job requisition to inform onboarding team that candidate is being hired.
- FI emails candidate to send candidate the link to the application and provide their contact information.
- Candidate completes the online application.
- Onboarding confirms the application with a text confirmation and sends the following two emails:
 - Subject line: "HCS self-hire position". This includes information and the next steps of the hiring process. *
 - Onboarding sends a separate Adobe sign email with a link to complete new hire paperwork. *
- Candidate responds to HCS self-hire and Adobe emails with requested information.
- Candidate goes to the corporate (Rochester) or regional (Buffalo) office with two valid forms of identification.
- Onboarding specialist schedules candidate for a fingerprinting appointment.
- Onboarding team hires candidates in ADP (our HRIS /payroll system).
- Onboarding specialist sends candidate an email with "HCS training info and next steps" in the subject line. This includes information for online training with Relias and ADP enrollment.**
- Candidate receives an email from Relias with a link to complete online training.
- Candidate emails SelfHireHCS@HeritageChristianServices.org when training is completed.
- Self-hire team verifies the completion of training and processes payment for training time, which is approximately eight to 10 hours.
- Self-hire team emails candidate when they are cleared to begin working and provides contact information for their supervisor (FI coordinator).
- Candidate receives a no__reply email from eVero to set up their account in the eVero app.

Please remember, that the candidate (self-hire community support staff) is NOT able to work until they have been notified by the self-hire team that they are cleared to start.

***Emails to staff members from the onboarding team include all necessary details to complete the steps.**

****ADP enrollment link is time sensitive and should be completed as early as possible, though it will not delay onboarding process.**

Please note: Candidates cannot be the legal guardian, child or spouse/significant other of the person receiving services. Candidates who are related to the person receiving services can't reside with them.