

Hiring Store Employees: Steps for Stores

**Before you
initiate
Onboarding:**



- Give the applicant the [Pre-Hire Checklist](#).
- Get **approval** from the Regional Office for all hires and rehires (drug/background check complete).
- Schedule an **Onboarding Appointment** in the iCIMS Hiring Tool for the applicant to complete tasks in Workday and I-9 verification (applicant will receive an email through the iCIMS Hiring Tool and can also write the appointment time on their Pre-hire Checklist).
- If required by your state, ensure applicants less than 18 years of age have a work permit.



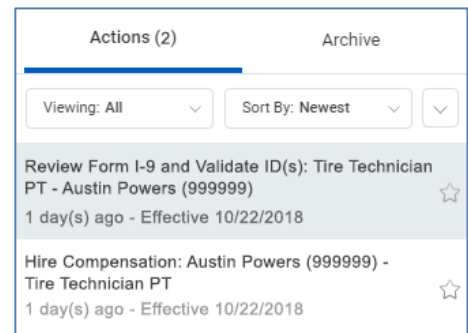
**After you
initiate
Onboarding:**



- Check your Workday **Notifications** for the message “Hire Initiated by HR”; the Workday hiring process has begun. **The clock is ticking; you must complete the remaining steps ASAP.**
- If the applicant did not receive their welcome email from Workday, help the applicant call the Information Center to have the email resent so they may activate their Okta account.



- Check your Workday **Inbox Actions**. Once the Employee has finished their steps, you'll receive the following steps:
 - **Review Form I-9 and Validate ID(s)**
Manager or Senior completes this step when applicant returns for appointment with valid documents.
 - **Hire Compensation**
 - **State Specific Tasks** – *Complete necessary work permits for hires under 18 in AL, CA, IN, KY, LA, MI, NC, OH, PA, TN, WA, WI.*



Complete these steps immediately during the applicant's Onboarding Appointment



When can the Employee start working?

Employee may work only AFTER you receive an email notification from the Regional Office stating “Onboarding Complete. Okay to start working.”

Without the Regional okay, **the Employee may not work, even if they are listed in Kronos.**

Questions?

If you have any questions, contact your **Regional Office HR Admin**.