

OUTLINE OF NEW PERSON STEPS FROM OFFER THROUGH HIRE

- **Offer received via email from Teresa Bolton (People Services) once you have been accepted by ISI**
 - Have you accepted the offer by either responding to the email or calling People Services?
 - Have you let People Services know whether you want a Ministry Fund Account now or later?
- **Invitation Received to Register in Paycom**
 - Have you completed registration—ALL of it, including tax information (even if you are not going to be paid)? Contact People Services if you have issues.
- **Onboarding Checklist received from Paycom**
 - Complete checklist—contact People Services if you have issues.
 - Make sure you have completed the Background Check Authorization—contact People Services if you have issues.
 - Official ISI Email Address Issued to you by email from Rebekah Miller
 - Email also contains notice of your access to Office365
 - If issues, contact Rebekah Miller (rmiller@isionline.org)
- **New Staff Orientation (NSO), includes fundraising Partnership Development training (participation for Ministry Reps optional)**
 - Have you responded to People Services' email invitation for the upcoming NSO?
 - Did you complete all NSO sessions?
- **Post-NSO People Services Appointment**
 - Have you responded to Teresa Bolton's (People Services) email to schedule your appointment for finalization of your hire paperwork and additional details?
 - Have you received a **"You're Hired!"** email message from Teresa confirming your hire process completion?

Congratulations! You are officially hired as an ISI team member once you have completed the above process!

