

LIFEWISE ACADEMY



NEW HIRE CHECKLIST

Now that your team has concluded the teacher and/or driver interview process, the Program Director should follow the steps below to onboard your new team member.

** Note: If you know that the applicant has applied to multiple programs, alert your Program Coach and follow their additional guidance as you work through this list.*

- Call to extend verbal offer. Be clear about the terms of the offer during this conversation. Verify whether the team member will be a paid employee or will serve in a volunteer capacity.
- Upon verbal acceptance, ask the prospective employee/volunteer to initiate a background check at lifewise.org/background.
- Send Job Offer Letter or Volunteer Agreement using one of the following forms:
 - * Note: Offer letters must be sent at least 7 days prior to the employee's start date.*
 - ** Note: Only paid employees can send offer letters. If you are a volunteer Program Director, provide your Program Coach with the pay rate, starting date and work location of your potential employee, and the Program Coach will initiate the offer letter.*
 - ◆ [Teacher Job Offer Letter](#)
 - ◆ [Volunteer Teacher Agreement Form](#)
 - ◆ [Substitute Teacher Job Offer Letter](#)
 - ◆ [Volunteer Substitute Teacher Agreement Form](#)
 - ◆ [Lead Teacher Offer Letter](#)
 - ◆ [Volunteer Lead Teacher Agreement Form](#)
 - ◆ [Vehicle Driver Job Offer Letter](#)
 - ◆ [Volunteer Vehicle Driver Agreement Form](#)
 - ◆ [Assistant Program Director Offer Letter](#)
 - ◆ [Volunteer Assistant Program Director Agreement Form](#)
 - ◆ [Financial Assistant Job Offer Letter](#)
 - ◆ [Volunteer Financial Assistant Agreement Form](#)
 - ◆ [Site Coordinator Offer Letter](#)
 - ◆ [Volunteer Site Coordinator Agreement Form](#)

- Verify the employee signs the offer letter in a timely manner to allow for adequate time to complete the onboarding process and the I-9 form prior to the start date. You will be notified via email when the employee signs the offer letter.
** Note: Handle offer letters with caution, storing them in a locked or otherwise inaccessible location (on a computer with a password, in a lockbox at your LifeWise site or in a home office).*
- Run a background check on the new employee. Use the [Protect My Ministry Admin Guide](#) as a reference.
- You will be copied on a welcome email from the Human Resources department. The welcome email will direct new employees to complete the onboarding process with HR Butler.
- Send your own welcome email with additional vital information (copy and paste from the linked document) after you see HR's welcome email. You can save the welcome email as a [Gmail template](#) for quick access. ** Note: Be sure to edit all information in brackets before sending.*
 - ◆ [Assistant Program Director Welcome Email](#)
 - ◆ [Driver Welcome Email](#)
 - ◆ [Substitute Teacher Welcome Email](#)
 - ◆ [Teacher Welcome Email](#)
- Confirm clear background check and order child safety training via Protect My Ministry (PMM)
** Note: The background check must be completed and confirmed prior to the first day of employment (for employees) or working with students (for volunteers). Check all reports and notify your Program Coach of any alerts.*
- Ensure that the new employee (not applicable for volunteers) completes section 1 of the I-9 form. Assist the new employee with completing section 2 of the I-9 form prior to start date.
- Ensure that the new employee (not volunteers) completes the HR Butler onboarding process prior to start date.
- Ensure that the new teacher (not drivers) completes the Teacher Training course. Your Program Coach will notify you when the teacher completes the training.
- Make an announcement to the local team and schedule the first day with your new employee.
- If the HR Butler onboarding process or I-9 form have not been completed prior to the employee's first day, schedule both as Day 1 tasks. Both MUST be completed by the employee's start date.