

NEW EMPLOYEE ONBOARDING

EMPLOYEE NAME _____

HIRING PROCESS

Supervisor/Applicant

____ Conduct interview.

____ **Professional Only** Applicant completes **Application for Professional Commission**. **Applicant** submits the following via email to Pro.Scouts@scouting.org (or via fax to 972-580-2468):

- **Application for Professional Commission**
- **Resume**
- **Official college transcript with date degree conferred stated**
- **BSA Application**

Professional Only National initiates criminal background check – **may take up to 1-2 weeks for response**.

Professional Only National approves applicant. Applicant and supervisor will receive an email confirming approval.

APPLICANT IS APPROVED

Supervisor

____ Send Human Resources employee's name, address, start date (**must be 1st or 16th of the month**), job title, job code, job grade, salary and supervisor's name ASAP. Letter of employment is generated and returned to supervisor for employee to sign.

____ Send Human Resources job description.

____ Advise Human Resources of IT needs of employee.

Human Resources

____ Prepare job description if necessary for signature(s).

____ Prepare Letter of Employment and have Scout Executive sign (3 copies).

____ Provide Letter of Employment to employee's supervisor for employee's signature.

____ Provide job description to employee's supervisor for employee's signature.

____ Provide (or email) the following documents to employee's supervisor (if employee is not coming to headquarters) for employee to complete and return:

- ___ New Hire Form
- ___ Current Federal W-4
- ___ Current State of Residence W-4
- ___ I-9 (with copies of documents provided)
- ___ 125 Premium Plan (employee should respond “yes”) Full
- ___ Service Direct Deposit form (with a voided check)
- ___ Conflict of Interest Policy
- ___ Conflict of Interest Policy Acknowledgement
- ___ Emergency Contact Information (one person should NOT reside in same household)
- ___ Current Employment Handbook
- ___ Current Employment Handbook Acknowledgement Form
- ___ Current Year Holiday Schedule
- ___ Current Year Vacation Request Form
- ___ Current Office Procedure Manual
- ___ Current Whistleblower Policy
- ___ Whistleblower Policy Acknowledgement
- ___ Vehicle Insurance Sample (if applicable)
- ___ BSA Application (if not already provided)
- ___ HIPPA Document
- ___ Insurance Marketplace Document

___ Ask employee for cell phone carrier.

___ Request Authorization code for Payroll entry from National – **may take 2-3 days for response.**

___ Request email address, ScoutNet access, etc. from National – **may take several days for response.**

___ Notify IT of employee’s needs.

(PREFERRED--Employee signs letter of employment and job description. Supervisor brings employee to headquarters to receive remaining paperwork and meet other employees. Employee returns to headquarters with completed paperwork, preferably **Before** start date.)

BEFORE THE NEW EMPLOYEE ARRIVES

Supervisor

___ Submit any paperwork regarding employee in their possession to Human Resources for the employee’s personnel file.

___ Contact the employee to discuss BSA culture.

___ Completely clean the new employee’s desk, workspace, and files.

___ Obtain Council shoulder patch.

IT

___ Provide computer and other necessary equipment.

___ Set up phone extension and direct dial number. Advise Human Resources.

___ Set up copier code. Advise Human Resources.

Human Resources

- ___ Prepare Announcement from Scout Executive to be distributed via email.
- ___ Notify IT of new computer id/password.
- ___ Notify Marketing/webmaster of name, position, location, email address, phone number, background info on the employee (resume, new position details).
- ___ Assign ScoutNet permissions.

Marketing

- ___ Add employee and contact information to website.
- ___ Develop a press release or introductory article about the new employee for the website/newsletter.
- ___ Print business cards (if necessary).

NEW EMPLOYEE ARRIVES

Supervisor/Mentor

- ___ If necessary, assign a mentor for the employee.
- ___ Arrive before employee. Make introductions to as many colleagues as possible.
- ___ Provide tour of facility, including Scout Shop.
- ___ Review job description, even if it was reviewed previously, have employee sign and submit to Human Resources.
- ___ Review Membership Validation Procedure and have employee sign certification. Submit to Human Resources.
- ___ Submit completed BSA application to employee responsible for scanning membership.
- ___ Review Vacation request procedure.
- ___ Review expense policies and procedures.
- ___ Review Accounts Payable policies and procedures, including submission of PO's.
- ___ Review BSA and council Mission and Vision statements.
- ___ Review BSA Operating Principles.
- ___ Review Friends of Scouting and United Way campaigns.
- ___ Review field receipt book procedures.
- ___ Review Council procedures in receiving and receipting cash, check, and credit card payments in the field.

- ___ Review Budget control, activity and training budgets, and custodial accounts like unit accounts.
- ___ Review work schedule, calendar, and time sheet procedures (if applicable).
- ___ Review dates for staff meetings, staff conferences, and training.
- ___ Review mailroom/printing procedures.
- ___ Review marketing materials such as the council newsletter and council annual report.
- ___ Review council and district websites content and navigation.
- ___ Review National BSA websites like www.mybsa.org, www.scouting.org, www.scoutstuff.org
- ___ Review Human Resources Gateway accessible through MyBSA.org.
- ___ Review MyBSA reports.
- ___ Review Performance and Development System (PDS), SMART goals, competencies.
- ___ Review online Youth Protection training.
- ___ Review Conflict of Interest, Ethics Point, and Open Door Policy.
- ___ Review online CONCUR procedures.

Office Manager

- ___ Stock employee's desk with needed office supplies.
- ___ Provide office keys and review opening and closing procedures.
- ___ Set up alarm code and instruct employee on alarm procedures.
- ___ Review parking procedures/policies.

Human Resources

- ___ Ensure the following documentation has been received:
 - ___ Signed Letter of Employment
 - ___ Signed Job Description
 - ___ New Hire Forms
 - ___ Employee Handbook Receipt
 - ___ Conflict of Interest Acknowledgement
 - ___ I – 9
 - ___ W-4's
 - ___ Unlawful Harassment training certificate

- ___ Whistleblower Acknowledgement
- ___ Youth Protection training certificate
- ___ Cyber Security training certificate
- ___ Vacation Request form
- ___ Vehicle Insurance proof (if necessary)
- ___ Emergency Contact Information
- ___ Direct Deposit form
- ___ 125 Plan

___ Provide Staff Organization Chart.

___ Provide Staff Roster.

___ Enter employee information into IOI.

___ Review Employee Benefit Elections letter with employee.

___ Review Prime Pay Employee Self Service instructions with employee.

IT

___ Set-up and review phone procedures and policies, including voicemail.

___ Provide employee electronic or written instructions for phone system for future reference.

___ Set-up and review Mile IQ.

___ Provide employee copier code, orient on usage, and relate policies and procedures.

___ Assist employee in setting up name in phone directory and voicemail greeting.

___ Set up computer and ensure all systems are working properly.

___ Provide employee wifi password and access instructions.

___ Review how to reserve meeting rooms.

___ Review MyBSA login and site navigation.

___ Review navigation to Pathway to Adventure Council website and Staff Resources page.