

# HURST STORES

## HIRING PROTOCOL BEFORE THEY BEGIN

Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

### Give Employee:

- Welcome Package
  - New Employee Data Form
  - Employment Agreement
  - Form W-4
  - Form I-9, Section 1 (*Employee must complete no later than the first day of employment.*)
  - Direct Deposit Authorization
  - Drug Policy Consent Form
  - Employee Handbook Summary and URL
  - Acknowledgement of Employee Handbook
  - Employee Acknowledgement of Workers' Compensation Network
  - Wage Deduction Authorization Agreement
  - Anti-Harassment & Non-Discrimination Policy
  - Internet & Email Acceptable Use Policy
  - Conceal Carry Policy
  
- Prepare
  - Vest/Name Badge
  - Tape Measure/Box Cutter
  - Radio Headset (test to make sure it's working properly)
  
- Request (AT LEAST 24 HOURS BEFORE NEW EMPLOYEE'S FIRST DAY)
  - Acenet Login
  - POS Login
  - TimeForce Login
  - A member of your team to be a designated Peer Mentor
  
- Create
  - A Training Schedule
  - Time in your calendar with the new employee