

Pre-Employment Checklist - Completed In Manager Applicant Dashboard

- Review all applicants in your Manager Applicant Dashboard in talentReef
 - If not moving forward with applicant, mark their status as Released
- Interview applicant – Mark status as **Interview**
 - If not moving forward with applicant, mark their status as Released
- Offer position to applicant – Mark status as **Offered**
 - Do not move forward until offer has been accepted by the applicant

1st Day of Employment Checklist

Strongly recommended onboarding start times: 9:00am EST; 11:00am EST; 2:00pm EST; 6:00pm EST

- Check the Rehire App to see if the New Hire has worked for Flynn Restaurant Group prior.
- New Hire signs in on the Time Clock Adjustment Log when they first arrive for orientation/onboarding
- Verify with new hire that they have documentation to complete their I-9. If not, do not proceed with next steps until they have their documents for the I9 verification
- Hire applicant for position – Mark status as **Hired**
 - **ONLY mark as hired on the first day of orientation when they are present and ready to meet**
 - This will trigger an email to the applicant that they have been hired
- New Hire completes Onboarding in talentReef
 - The new hire will log back into talentReef with their user ID and password
 - **Strongly recommended that the I9 be completed first by the employee**
 - Manager completes I-9 verification
 - Manager completes E-Verify, if applicable
- Manager logs into talentReef
 - Verifies and Completes any documents with a yellow caution sign: ADA, Work Permit, Direct Deposit (*if applicable*)
 - I9 and E-verify (*if applicable*) should have been completed first, see above
 - Click on Edit Employee Details
 - Gender and Ethnicity
 - Verify location
 - Position - Hiring a Team Member? You **MUST** selection either "Team Member – Service Champion" OR "Team Member – Food Champion" from the Position dropdown (Taco Bell only)
 - Enter in Pay Rate Per Hour.
 - Enter Pay Rate
 - Once all boxes, "E", "I-9", "W-4" and "EV" (*EV, if applicable*), are checked & forms are at 100%, the record will automatically move to Completed
- Once the onboarding record is completed in talentReef it will send the data automatically into SAP – no action required in SAP for New Hires/Rehires.
- Once the onboarding record is completed in talentReef it will send the data over to eRestaurant at specific times:
 - **The talentReef to eRestaurant file occurs ONLY 4 times a day: 10am EST; 12pm EST; 3pm EST; 7pm EST**
 - There may be a 15-45 minute process delay after the file is sent
 - You will **NOT** be able to manually enter into eRestaurant
- Verify when new hire is active in eRestaurant and have them clock in **immediately**
 - New Hire **MUST** put end time on the Time Clock Adjustment Log when they are able to clock in on the POS
 - Before the payroll run, time clock adjustment hours **MUST** be entered for the employee to get paid for their time
 - **NOTE** – an automatic 30 minutes will be given to each new hire to cover for onboarding time. You will need to manually adjust for any additional time past the 30 mins up to the time they clock in.
- Orientation Deck**
 - Make sure to use your "Own your Zone" leaders guide
 - Give Team Member "Take Home" Information
 - Discuss where to sign up for Benefits and 30 Day Deadline
- Team Member Sets up Fingerprint / Biometrics on Register**
 - Team Member's time should be adjusted to start time
- Assign a 4 digit Drop Safe Code**
- Set up One Source Password**
- Give Time Member Training Schedule**
- Create Team Member File** (include New Hire Sheet and All About You Form)

New Hire Required Information

PERSONAL INFORMATION

Bank Routing #: _____ Account # _____
Legal Name: _____
Address: _____
City, State, Zip: _____
Phone – Home: _____
Phone – Cell: _____
E-mail Address: _____
SSN or Taxpayer ID#: _____
Date of Birth: _____
Marital Status (circle one): Single / Married
Gender (circle one): Male / Female

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____
Emergency Contact Phone: _____
Emergency Contact Relationship to you: _____

EMPLOYMENT INFORMATION

Hire Date: _____
Pay Rate: _____
Job Title: _____
Store#: _____

VOLUNTARY INFORMATION (For US Govt. Reporting Only, to be used in the EEO-1 Report)

Ethnicity (please circle one)

- Hispanic or Latino
- White (Non-Hispanic or Latino)
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or More Races

Employee Signature: _____ Date: _____

Company Rep. Print Name: _____ Date: _____

It's All About Me



We want to know more about you!

In an effort to recognize and appreciate one another, we have developed this profile sheet to help us know more about you so you are recognized in a way that is meaningful to you!

Name:

My favorite form of recognition (i.e. quiet, public, etc.):

My favorite food is:

My favorite drink is:

My favorite Social Media is:

My favorite restaurants are:

My favorite cookies/snacks/candy:

My favorite color is:

My favorite type of music/recording artist:

My favorite places to shop are:

If I could splurge on anything, it would be:

A gift card from would make my day! I collect:

My favorite Phone APP is:

On a free night, I....

My birthday is ...

My hobbies are:

My favorite movie:

My favorite holiday is:

I am motivated by: