

OFFER ACCEPTED!

Follow these steps for a seamless start date.
Automated onboarding. Totally mobile. Totally simple.

OFFER

Your Profiles Talent Acquisition Manager sends you the offer letter via email.



EMAIL

Please review the onboarding packet sent to you from accounting@careerprofiles.com.



Add the following email addresses to your address book to receive all important communications:
accounting@careerprofiles.com
communications@careerprofiles.com

REMINDER

All forms must be 100% complete prior to the first day of work.



CONGRATS

Your onboarding experience is now complete. You are ready for your first day!

100%
Complete

PAYCHECK

Distributed weekly!
Your first paycheck will be deposited the second Friday after your start date.



ACCEPTANCE

Upon receipt, please digitally sign from your mobile or desktop.



PACKET

E-Verify electronically submits your **documents** and allows you to capture identification photos from your phone.



- | | |
|---------------------------|-----------------------|
| ✓ Profiles Application | ✓ Federal W4 |
| ✓ - Background Check Form | ✓ State Tax Form |
| ✓ - Code of Conduct | ✓ 401K Plan Summary |
| ✓ Direct Deposit Form | ✓ Healthcare Benefits |
| ✓ I-9 Form | ✓ Benefits FAQ |

BENEFITS

I-9 and Tax Forms must be complete to either enroll or waive your benefits.



TIMECARDS

Set a weekly reminder to submit your timecard to your manager before Monday @ 12pm EST. Your manager has until Monday at 5pm EST to approve. The timesheet login is located in the top right corner of careerprofiles.com.



How are we doing? Satisfaction surveys will be emailed or texted at each milestone of your consultant experience. We look forward to hearing your feedback.

Have questions? Your Profiles Talent Acquisition Manager will continue to be your main point of contact through the length of your contract and beyond. Utilize them as a career resource.

INSIDER Updates: our eNewsletter will keep you up-to-date with company news and spotlights. If you'd like to be featured on a job well done please contact communications@careerprofiles.com.

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