

# TALENT ONBOARDING ✓CHECKLIST

## OFFER ACCEPTED!

Our automated onboarding experience can be easily completed from your computer or mobile device. Follow these steps for a seamless start date.

### EMAIL

Please look for an email from [digital-noreply@estaff365.com](mailto:digital-noreply@estaff365.com) to get started with onboarding.

Add the following email addresses to your address book to receive all important communications:  
[accounting@careerprofiles.com](mailto:accounting@careerprofiles.com)  
[talentcare@careerprofiles.com](mailto:talentcare@careerprofiles.com)



### OFFER

Please review your offer letter and reach out to your **Profiles Account Manager** should you have any questions.



### ACCEPTANCE

Congrats! Your offer letter is signed, and accepted. Now you are ready to begin your onboarding checklist.



### PACKET

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



### TIME-SENSITIVE

All forms must be 100% completed prior to your start date. You will receive reminders until your onboarding paperwork is fully completed.



- |                         |                       |
|-------------------------|-----------------------|
| ✓ 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        |

\*You will need an I-9 Authorized agent to vouch for your form. This can be anyone **except** a family member, even your Profiles Account Manager.

### BENEFITS

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



### CONGRATS

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



### PAYCHECK

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



### TIMECARDS

Set a weekly reminder to submit your timecard to your manager before Monday at 12 pm EST. Your manager has until Monday at 5 pm EST to approve. The timecard login is located in the top right corner of [careerprofiles.com](https://careerprofiles.com).



Have questions? Your Profiles Account 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](mailto:communications@careerprofiles.com).

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