

Hiring Timeline – Benefitted Employee

- Post position
- Interview candidates
- Conditional offer to selected candidate
- [Background Check letter](#) to candidate and collect information for Background check (full name and email address). Give info to Sydney.
- Background Check (can take 7 calendar days or more from time employee initiates the process)
- Minimum 4 business days before start date - turn completed hire paperwork (including correct original I9 documents) to Sydney. Sydney will deliver to Karen to process.
- Start date (Employee must meet with Sydney for about 20 minutes – make an appointment)

Hiring Timeline – Non-benefitted Employee

- Post position
- Interview candidates
- Offer position
- Minimum 4 business days before start date - turn completed hire paperwork (including correct original I9 documents) to Sydney. Sydney will deliver to Karen to process.
- Start date (Employee must meet with Sydney for about 20 minutes – make an appointment)