Training and Onboarding

Steps to bring on new hires and training, and the follow-ons.

- Hiring Process
- Paperwork

Hiring Process

Once we have decided which applicant to hire the staffing department takes the following action steps to officially hire and onboard:

Corrin's Steps

1. Make the official offer via email to the candidate. Include proposed start date and details.
2. Once they accept, send another email outlining the emails they can expect to receive as part of onboarding (Official Welcome, Training Email, Site Intro)
3. Go into AirTable's Staff Master and find the applicant in "Interviewed-Positive" list
4. In the applicant's profile, select a start date and enter the location they've been hired for in "Scheduled Event" field
5. In the applicant's profile now switch them from "Interviewed" to "Hired"
6. If the site is a brand new site, go to Host Needed view in Sites Master, locate the site and enter host in the Host field. Switch site from "Host Needed" to "Trainer Needed"
7. If the site is an existing site, go to the Life Cycle Events table in Sites Master, fill in the "New Host Here" form. Now go to the Host Needed view in the Schedule table, and change the site from "Host Needed" to "Trainer Needed"
8. Go to Host Google Calendar and make sure new host is listed for their site. Make sure to press "For this and all following events" to ensure it is a long-lasting calendar change!
9. Check your drafts folder in your email inbox. This should now include the Official Welcome Email for your new host. Edit the pay schedule and date of week when they can expect first payment. Send email.
10. Go to Gusto and add them in so they get an invite to create a profile.
11. Go to play.triviamafia.com or play.initialsgamelive.com and search for an existing player profile. If there is one, give them staff status. If there is not, create a profile, give them staff status. Either way, email host to let them know they now have staff access.

Mary Kate's Steps

1. Post training shift in job opportunities page on Slack
2. Once a trainer is identified, go to the Life Cycle Events page in Sites Master, fill in the "New Hire Training Assignment Form". Now go to Host Needed page and change the site from "Trainer Needed" to "Good to Go"
3. Trainer email draft will go to Mary Kate's Gmail account. Once information is edited, that is sent out to new host, training host(s) with Mary Kate, Brenna, Corrin and the On-Call host on copy.
4. Go to Host Google Calendar and list trainer(s) on the correct dates for the site.

Paperwork

[Here](#) is a draft of the email we send to new hired part-time hosts in Minnesota. The only things we change when the site is not in Minnesota is the piece about the Minnesota state W4.

Action Items this email instructs them to complete:

- Read through hosting guides on Staff Kiosk
- Create a bio and photo and email to Mary Kate
- Complete state W4 and Employment Notification form
- Look for an email inviting them to Gusto (has come from Chuck) and when they receive it set up an account, complete federal tax forms and sign up for direct deposit.
- Fill out Vaccination Verification Form
- Join Slack (if they never have before) and join the Trivia Mafia Host Slack group
- Set up a profile on the Trivia Mafia app site if they don't already have a player account
- Submit the check-list to ensure we have a one-stop shop to see they've done everything

[Here](#) is a draft of the email we send to new hired contracted hosts. Mostly these folks are brought on for Private Events.

Action Items this email instructs them to complete:

- Read through hosting guides on Staff Kiosk
- Reminds them to fill in the W9 that they get emailed about separately
- Read through information about hosting on the app