

### **3. Pre-Start Employment Paperwork**

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**Time: 2 Hours**

**Who: HR – Dallas (COO) or Fort Worth (Operations VP)**

**Where: Self-Study / On-Line**

#### **Overview**

The purpose of meeting is to provide the new Producer the required employment forms to complete for RHSB and ADP and to answer any questions.

#### **Objectives**

As a result of this activity, employee will have completed all employment paperwork.

#### **Steps**

1. Complete new hire forms.
2. Clarify questions employee may have related to the first week of employment.

#### **Materials**

- ADP employment application
- ADP background and drug testing consent forms
- ADP I-9 form
- Emergency notification form
- RHSB Alternative Dispute Resolution agreement
- RHSB Employee Handbook, e-mail, internet, telecommuting and position description acknowledgements
- Individual licensing data form

#### **Follow-up**

Mentor will confirm that employee completed all the items noted above and answer any questions related to the employee's first week of employment.