

Onboarding

I-9- Completed online	Equipment
Social Security	Proper permissions/ Logins
Benefits	Brief tour
Driver's License	Remote/ Location send off
Payroll (Mid month pay draw, blank check)	Send welcome email asking for picture

Daily Tasks

Jitbit & Knowledgebase, Interception of basic tax
Recruiting tasks
Onboarding Quiz Retainment
Note Taker- MIS Incident response, Safety and EDI Committees
MIS PO & Delivery
Special Projects and process improvement
Recruiting- Customer Service, posting, scheduling interviews, background check, reference checking... etc

Recruiting Websites

Linked In
Facebook (Page and Local Groups)
Bigfoot
Handshake
Email Lists

HR Resources

SHRM	CareerArc
HR Morning	PayChex
Thread HCM	Patty McCord
HR.com	HireRight
HR Bartender	ELI
Genesis HR Solutions	TriNet
TLNT	BambooHR
Deloitte- Risk Management.. etc	The Balance Careers
Fairygodboss	TalentCulture
HR.BRL.com	Fistful of Talent

Weekly Tasks

Employee Update
Update Job Boards
Post on Message boards- All staff emails
Data Entry into Paycom (2x per week)
Create Recruitment Materials
WW BP project
Emails/ Message boards: Uplifting messages or informational, such as EAP info, career advancement/ training opportunities, or employee reward campaigns
Data Entry: Paycom photos for employees, training, or rewards. Running reports for VOYA, New hire dates...etc

Monthly/ Occasional Projects

Pay Analysis
Employment Site content
Employment Verifications
Event Planning
VOYA reminders
CEO Thank You card projects

HR Useful Webinars/ Events

SHRM annual conference
SHRM webcasts
Podcasts
NHRMA
INSHRM



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