

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