

## Hiring a Regular or Extra Help Employee: Steps for Hiring Manager/Supervisor

### FIRST STEP:

Hiring Manager/Supervisor Receives a Recruitment List for a Position

**Only if needed: Email the Facilities Department (BWELL Facilities DG) to order new furniture:**

Confirm with manager to determine any office needs. Ordering furniture can take up to 12 weeks.

\*The Network Account Request Form, Onboarding One Pager for All New Staff Form, and the Network Provider SPID Application can all be found at:

<http://www.countyofsb.org/behavioralwellness/formsforstaff-providers.sbc>

### SECOND STEP:

HR notifies Hiring Manager/Supervisor that Employee has **Accepted Conditional Offer Letter** HR will send new employee **Service Provider ID Request Form**. HR will then forward this form, and copies of all professional licenses, to QCM. QCM emails HR that staff has a cleared credential and HR notifies hiring manager/supervisor of start date.

**Start a Service Now Request.**

Attach **Network Account Request Form\*** for email address and network access for New Employee. Also request computer, laptop, and telephone in the Service Now Request. **Keep in mind a Service Now Network Access Request takes 3-5 days.**

**Email the Training Department**

(BWELL Training DG) new employee name, start date, location, and supervisor. The Training Department will assign online HIPAA, Safety, Clinician's Gateway, Code of Conduct, and Cultural Competence Trainings.

### THIRD STEP:

Employee's First Day of Work

**Leave Onboarding Information at New Employee's Workstation**

Hiring Manager/Supervisor places **New Employee Welcoming Letter** At New Employee's workstation on First day of work.

**Welcome Your New Staff**

Hiring Manager/Supervisor welcomes New staff and instructs them to call IT Help Desk (805-681-4006). *IT gives New staff their username and password For network access.*

**Instruct New Staff on which Program Code(s) to use on their Timesheet**

If manager/supervisor is unsure which Program code to use for new staff, call The fiscal help desk at 805-681-4762.