

NEW HIRE INFORMATION

What Next?

Congratulations on your new employee. We want to get your new employee hired and on their new job as soon as possible. An email detailing **Employee Name** next steps in the onboarding process has been sent and you have received a copy. **As a Reminder:** **Employee Name** is not able to start working until **all** steps in the Welcome Email have been completed.

At the district level you can help us expedite **Employee's Name** onboarding process by completing the following steps:

1. Check for appropriate ODE License/Permit

- a. ODE: [CLICK HERE](#)
- b. Verify new hire has applied for or has a current valid license/permit before start date
- c. Decline any ESC employee license/permit that comes to your district for approval.
The employee is to use The ESC's **IRN#: 046938**

2. Complete FBI/BCI background checks

- a. Whenever possible, have FBI/BCI background checks done at district
- b. Send a copy electronically to ODE
- c. Provide new hire with a copy so they can upload to their eForm in AppliTrack

REMINDER: New employees are not to be in the classroom until:

- A valid FBI/BCI Background check has been completed and is on file
- An ODE license or permit is applied for or received, if position requires

You will receive a final approval from us with **Employee's Name** hire start date. Once received your new hire is ready to begin work as they have met all of our onboarding requirements.

Thank you! We look forward to working closely with you during this school year!