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# NEW HIRE CHECKLIST

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## 1. APPLY FOR EMPLOYMENT AT ARKANSAS SUPPORT NETWORK

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- Go to <http://www.supports.org/about-us/employment-opportunities/>.
- Complete all sections of the application for employment with current and accurate information. The information you enter on this application will be used to determine your eligibility for employment. Make sure it is accurate to ensure you are scheduled for an interview if eligible.
- Provide accurate and current email address and phone number, and double check to ensure all contact information is entered correctly.
- Check your email and voicemail often and ensure you receive the confirmation email stating your application has been received.

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## 2. COMPLETE ALL STEPS OF THE INTERVIEW PROCESS

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- If you are eligible for employment, you will be contacted to schedule an in-person interview with management. Attend the scheduled interview and provide honest and accurate answers to all interview questions to ensure ASN can make the best employment fit for you.
- If a good fit is identified, you will be scheduled for a follow-up interview with the individual receiving services/family receiving services/program personnel. This is a mandatory step in the application process.

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## 3. COMPLETE ALL NEW HIRE REQUIREMENTS

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- If you are determined eligible and meet all requirements for a specific position, management will offer you a position. Check your email and voicemail often for information regarding your offer.
- Once you have been offered a position, follow the instructions you are given by management to complete your required drug screen and fingerprints (if necessary).
- Complete the New Hire Documentation Upload form in the New Hire Employees section of the Employee Resources folder at <http://www.supports.org/employee-resources/>. Make sure to upload all requested documentation.
- Complete and sign a job description with your hiring manager and schedule yourself for New Hire In-service.
- Attend New Hire In-service and follow all instructions provided.

**Welcome to the team!**