



Grace House Ministries, Inc.

New Hire Timeline

Phase 1: Interview with Hiring Manager - Potential hire should bring 4 things: application, resume, copy of diploma, 3 references

Phase 2: Hiring Manager calls 3 References and completes the GH reference form

Phase 3: Hiring Manager makes the offer, Hire Accepts

Paperwork and references from Phase 1&2 given to Hannah. Hannah will contact new hire to come out and complete new hire paperwork.

Phase 4: New hire paperwork (ALL completed by the end of Phase 5 orientation week)

Forms: CA/N, background check, fingerprinting, medical, driver's license, payroll paperwork, Employee handbook, and Employee acknowledgment form.

Phase 5: New Hire Orientation (within 1st week, first day of orientation is 1st official/paid day of hire)

ORDER OF ORIENTATION

Administration: Vision, Mission, Core Values, ML, HR & Employee Handbook – Pamela

Significant Forms, Personnel File Review, Employee Portal, GH Culture – Hannah

Development: Tour of Campus/ Ministry Background – Katherine

Education: School Partnerships, Campus School, Tutoring, Protocol etc.. – Devin

Transitional Living: Program, TLP Extended, Policy/Rules for Girls, House Rules – Erica

Residential Program: Documentation, CA/N, First Aid, Direct Services on the Job Training – Andy

Spiritual Development: History, Statement of faith - Pastor Mike

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