**** KidKare Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KidKare Worker: New Hire Checklist**

* Confirm the KidKare Worker has an approved background check in F1.
	+ A background check fillable form can be found on CreekHelp under HR Links. This form must be sent to Jason Jones.
* The KidKare Worker must complete the KidKare New Hire Packet found on CreekHelp under KidKare.
* Once the packet is complete, the KidKare Worker must schedule an appointment by emailing HR@CedarCreek.tv
* The KidKare Worker must read through the Children’s Ministry Playbook on CreekHelp and agree to the terms.
* Educate the KidKare Worker on how to use Paylocity and Planning Center.
* Begin scheduling the KidKare Worker for events!