

SELF-DIRECTED SERVICES

Staff Hiring Process Flow Chart

KEY

Family/Staff Responsibilities

HR Responsibilities

SDS Responsibilities

PROCESS

1. Family/Designee notifies Springbrook about staff (Via Staff Hiring Notification Form*).
**This form is not an application for hire*
2. Staff Application is filled out and submitted online at: www.springbrookny.org/employment/jobs/
 - Please have applicant fill in the name of the person they will be working with, on the application
 - There is an automated email sent to applicant after applying. We suggest applicant save this email, as proof of application being processed.

3. HR screens applicants to make sure they are eligible for employment with Springbrook.
 - Applicant must be at least 18 yrs old, have GED or HS degree, valid Driver's License* and eligible for Springbrook "re-hire" (when applicable).
**For Driver's License only: If the Driver's License minimum requirement is not met, family approval is required and coordinator will reach out to family/designee for this approval.*
4. HR sends screened/qualified applications that were received to SDS, for review and verification that the family would like to hire.

5. SDS Department confirms applicant (per Staff Hiring Notification form) and lets HR know to proceed with application and initiate contact with applicant.

6. HR contacts staff to schedule preboarding/fingerprinting/prehire appointments.*
** If we attempt 3x to contact applicant with no success, family/designee will be notified and held responsible to contact applicant at that point and follow up with Coordinator.*
 - HR will send an email with scheduled appointments/addresses/information to applicant.
7. HR contacts staff for preboarding.
8. HR tracks responses to background checks to insure clearance.
9. Once clearance is received, HR contacts applicant to attend orientation.*
**This is only IF/when the plan has launched.*

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11. Applicant attends orientation.*

**If the applicant is unable to attend orientation up to 3x, the family/designee will be notified and held responsible to contact applicant at that point and follow up with Coordinator.*

12. Applicant must complete online trainings to be eligible for work.

13. Applicant becomes Staff and are now eligible to work.*

**Staff cannot begin working until notified by Springbrook SDS Department*



14. SDS Department adds the staff to budget in Annkissam.

15. Welcome email is sent to the staff's Springbrook email and to the coordinator, with Annkissam login information. This email is the indication they are able to start working.

16. Coordinator will notify the family/designee that staff is now able to begin working for them.