



HIRING PROCESS

Welcome to EFR! Please refer to this process as you onboard for your next steps.

1. INTERVIEW

After your interview and accepting a DSP position, the next steps would be onboarding. The hiring process should take about five days.

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2. BACKGROUND CHECK

After your in-person interview, you will meet with a member of the HR team to complete your background check paperwork and schedule a fingerprinting appointment. Fingerprinting is paid for by EFR.

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3. ONLINE TRAINING /PAYCOM

While waiting on your background check results, you will be assigned electronic new hire paperwork along with onboarding to our Payroll system with Paycom. Once both of these items have been completed you will then be assigned the onboarding training. This takes about 3-5 hours. You will be paid for the training at a rate of \$16.00 for 5 hours. EFR requests that these items are completed within 3-5 days.

3

HIRED!

4. Shadowing/ eVero

Scheduling will reach out to you schedule both your IN-PERSON shadowing and eVero training. Both are PAID. For eVero, please make sure your phone is charged.

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5. MEETING YOUR SUPERVISOR

As you onboard, your supervisor would be reaching out to introduce themselves. Before or after eVero training you will meet with your supervisor to go over the individual you are working with. Their interests, safeguards, and plans.

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PAID.

6. INTRODUCTION

Supervisor will schedule an introduction so you can meet the individual you were initially matched with. Supervisor will reach back out after introduction to see if everyone is comfortable working together. If so, a date of services will be scheduled. If not, we will look for another individual.

6

PAID.

7. COMPLETED HIRING PROCESS

You are considered an active DSP. Ready to begin services on your own and make a difference!

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Who to contact/ staying connected

If you need assistance during onboarding, please contact either Scheduling or HR and we will connect you with the person able to help you.



Scheduling

Scheduling does initial pre-screening and interview. As well as schedule you for eVero and shadowing. We also help active DSP'S find additional hours.

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