New Hire Training Handbook

Training Checklist

Check these off as you complete them

- Setting up your computer
- Email setup
- Slack
- Calendar
- Microsoft Word
- Big Picture recruiting
- Tsheets
- Org Chart
- Ring Central
- Avionte
- Linkedin
- Drive
- Seekout
- Selling CA (Marketing)
- Diversity Training (what we are doing as a company)
- Developing a Sourcing Strategy
- Do not Poach
- CA Way (how to get in, navigating the platform, etc.)
- Paychex
- Insurance/Benefits
- 401K
- Zoom/Video Platforms
- TeamFlow
- PTO -- using it, accrual, etc.

Internal New Hire Checklist

1. Extend Verbal Offer (CSD)

2. Complete Background Check (Talia)
   - Email Background Check Authorization to new hire
   - Once returned (save to drive), send link via Choice Screenings site

3. Extend Offer to Candidate via Email (Courtney)
   - New document including Offer Letter, Employment Agreement, CA Benefits pdf (Need to know rate, start date, title, report to)
   - Also send insurance summary from HR/Onboarding and New Hire/Benefits Summaries to Share/Health Insurance 2019- either all of some of those materials

4. Receive signed copies of above (Courtney)
   - Have Peggy countersign them
   - Send countersigned version to new hire
   - File countersigned version in CA drive

5. Email New Hire docs to Employee: (create our own branded packet) (they should bring it completed on Day 1) (Courtney)
   - This group should be completed and returned on Day 1:
     - W4
     - I9 (must make copies of approved forms of identification)
     - Paychex Direct Deposit Authorization Form (need copy of voided check)
     - PTO Policy (3-23-18)
     - Candidate/Confidential Information Protection Policy
     - Travel Time & Mileage Policy
     - Time Records & Overtime Policy
     - Employee Personal Information Form

   - This group is informational:
     - Health Insurance 2019- merged (all plan info) -provide hard on 1st day
     - 401K Summary doc
     - Paychex online registration employee learning

6. Set Compas profile to private (Courtney)

7. Share blurb about the person (their office location, team) and their LI profile with the team (Talia)

8. Set up google account (so it's ready Day 1)
   - Request allocation of another account from IsupportU (Courtney)
   - Go into admin functions of gmail and add email (Courtney)

- Access to calendars (Conf Rm, 3 Conf Lines, Boulder Events, CA Lounge, CA Talk Box, Denver Events, PScreen, Vacation) (Talia)
- Access to CA google docs- go to Team drive and add the person as a contributor(Courtney)
- Add to all@creativealignments.com, practice group (Courtney)

9. Set up employee with ACM, Health Insurance and Josh Lerner (Courtney)
   - Email ACM (at vbs address) to setup TSheets id (see draft email)
   - Email for Health Insurance (see draft email)
   - Email Josh Lerner and his team re 401k (see draft email)

10. Get Laptop
    - (set up if in Colorado, steps to setup found below)

11. Create user in
    - Slack- log in and invite new user (Courtney)
    - Avionte Go to Utilities- User Accounts- Create New User (green button). Enter name and email address. Select "Resource user" User Type. Toggle on "Welcome Email" and click "Create." Invitation that is sent to new user's email address lasts for the day, so do this day of.
    - Ring Central- log in and create new user. Invitation that is sent to new user's email address only seems to last for 48 hours. (Talia)
    - LinkedIn- Courtney requests from our rep/we reassign a parked seat once they change their LI email address to their new CA email (Courtney)
    - *Health Insurance Portal (they should have an email from them on their start date based on email from #7)*
    - *Tsheets (ACM sets up based on email from #7) so it's ready Day 1*
    - *Paychex login (triggered by ACM above, just give instruction doc)*

12. On Day 1 provide: (Talia) hard copies
    - Onboarding and Training Schedule
    - Hard copy of Health Insurance brochure
    - CA Swag & Starbucks card
    - Org chart
    - Contact list
    - Core Values
    - Mac shortcuts
    - New Hire Handbook

13. Send complete New Hire packet (W4, etc) to ACM and copy Courtney (for payroll & comp spreadsheet) (Courtney)

14. Get photo and add to CA website (Shenna)

15. Update contact list (Talia)

16. Add birthday and CA Anniversary to calendar (Talia)

17. Add emergency contact info (emergency contacts), food preferences (Lunch order spreadsheet for CA meeting), fun facts ("fun facts") (Talia)

18. Post new hire docs to cloud and shred (or file) hard copies (Courtney)

19. Order Business cards (Talia)

20. Be sure they log in to Health Insurance and accept or decline health insurance within 30 days of start date (Courtney)

Sample Training Calendar

schedule is subject to change
ALL TIMES IN MOUNTAIN TIME

Day 1:
9:00-10:00 set up computer (Talia)
10:00-10:15 Review paperwork and finish all paperwork (Court/Talia)
10:15-11:00 Walk through training agenda, what do you need to be successful? (CSD)
11:00-12:00 Big Picture Recruiting (CSD)
12:00-12:30 LinkedIn Intro (Team Member)
12:30-1:30 Lunch on CA, Go over Org Chart/CA Structure (CSD's)
1:30-2:00 Slack (Talia)
2:00-3:00 Download Microsoft word and all video needs (Talia)
3:00-4:00 Tsheets/Paychex (Talia)
4:00-EOD LinkedIn Learning/Flex Time https://www.linkedin.com/learning/subscription/products

Day 2:
9:00-9:30 Coffee (Chuck or Frank)
9:30-10:00 Get organized for the day, catchup on yesterday
10:15-11:00 CoPro Meeting
11:00-12:00 All Team Meeting
12:00-1:00 Team Lunch (your team invited)
1:00-3:00 CPG Playbook (MJ)
3:00-EOD Review CA Way documents

Day 3:
9:00-9:45 Coffee with CA People (all invited)
9:45-10:15 Set up Linkedin, email, go through the drive, calendar scheduling, etc. (Talia)
10:15-11:45 Watch CA Meeting before meeting with Peggy
11:45-1:00 Lunch with Peggy Shell
1:00-1:45 Play around in LI
1:45-2:00 Flex time
2:00-3:30 Linkedin Nicole Campos
3:30-4:30 Review CA Way docs
4:30-EOD Practice in LI, Linkedin Learning videos

Day 4:
9:30-10:30 CA Way Dee Ryan
10:30-11:00 Flex time

11:00-12:00 Job Postings/Codes (RC)
12:0-1:00 Lunch break
1:00-1:15 Flex time
1:15-2:15 Calendar scheduling, email signature, review of google drive Talia Worth
2:15-2:30 Flex Time
2:30-3:30 Avionte/Sourcing Eric Schmid
3:30-4:00 Practice Sourcing
4:00-5:00 Week wrap-up & Client hour report and metrics (CSD)
Woohooo you're done with the first week!

Day 5:
9:00-10:00 Connect with Talia on anything outstanding Talia Worth
10:00-10:45 Virtual Coffee with Frank Frank Milianti
10:45-11:30 JD Review Natale Wallis
11:30-12:30 Selling CA (Marketing) Shenna Fitzgerald
12:30-2:00 Shenna Documentation + Visceral change videos
2:00-3:00 Seekout training and other sourcing (including Avionte) Eric Schmid
3:00-EOD Review "Developing a Sourcing Strategy" video led by Peggy (under Templates & Resources-Sourcing)

Day 6:
9:00-11:00 Cont reading CPG + CoPRO + Shenna Documentation (repeat again another day this week)
11:00-11:30 Connect on shadowing, sourcing support, and plan for the week Natale Wallis
11:30-12:30 Review CA Way docs in greater detail
Review docs under Sourcing folder, including LinkedIn and Boolean search resources (repeat again another day this week)
1:00 - 3:00 Training Review Natale Wallis
3:00 - EOD Begin Shadowing

This week in between meetings:
Diversity videos
Setting up your inbox
LinkedIn learning
CA way
Practice sourcing
Practice CA way
Do not Poach
Familiarize yourself with CPG / natural industry sites OR tech industries
Review recents updates and shared posts in various slack channels

Shadowing and sourcing support

Computer Setup

1. Open Computer and set up as you would your personal computer.
   a. For apple ID use your CA Email address-- firstname.lastname@creativealignments.com and use the password Welcome2C@!
   b. For payment information, skip
2. Open Safari and click here to download chrome for your mac. Click here for step by step video instructions.
3. Open Chrome and follow these steps:
   a. Make Chrome your default browser
      i. something will pop up asking if you want to make chrome your default browser. Click "yes"
   b. Set up your bookmarks (how to set up bookmarks found here)
      i. Gmail
      ii. Calendar
      iii. Tsheets
      iv. Avionte
      v. Paychex
      vi. My Drive
      vii. All Staff Drive
      viii. CA Intranet
      ix. LinkedIn
      x. Teamflow
4. Get your accounts set up
   a. Gmail

      Login to your gmail account
         1. Username: firstname.lastname@creativealignments.com
         2. Password: Welcome2C@!
      ii. Change your gmail password
   b. Slack

      In your email, you should have received an email from Slack to set up your account. Follow the steps on the email to begin slack use.
         1. Download Slack for your computer here -- this will be one of our main forms of communication.
         2. To sign into the workspace, use: creativealignments
         3. Once you are in Slack, direct message Talia telling her you're in

c. **Tsheets**

In your email, you should have received an email to set up your tsheets and avionte. Follow the steps from each of those emails to set up both accounts. If you did not receive an email from them, please contact Talia or Courtney (via slack!)

d. **Zoom**

We do not have set zoom accounts, however you can create meetings on one of 2 accounts by doing the following:

    i.   Check the Zoom 1 and Zoom 4 calendar. If there is an opening for the time you want, create an event under either Zoom 1 or Zoom 4 for the meeting. If there are already meetings scheduled, DO NOT schedule a meeting during that time. Meetings cannot overlap!

    ii.   Go to zoom.com and login based on whether you chose zoom 1 or zoom 4
        1. Zoom 1 email: rethinkrecruiting@creativealignments.com pw: Creative1
        2. Zoom 4 email: talia.worth@creativealignments.com pw: Creative1

    iii.   Create an event in zoom and copy and paste the link in your calendar invite.

5. Work on personalizing your computer for whatever works best for you!

Big picture view of recruiting at CA

- **Clients can be new or existing**
  - We have a variety of clients:
    - "One offs" – usually smaller, may have a need here and there
    - Growth phase – may have a few needs, may want to build out a particular function (for example, regional sales team members)
    - High-growth – they need significant support; number of jobs OR reqs right out of the gate; give us access to their ATS, we may need more than one recruiter; usually have a main point of contact that is keeping client informed of everything we're working on

- CoPro clients
  - Examples: Spark Grills, Care2
- Food clients, non-food consumer goods
  - Examples: NextFoods, Caulipower, Ripple, A2, Kodiak Cakes
- Professional services – Creative agencies, consumer insights agencies, marketing firms, etc.
  - Examples: CuraHR
- Tech team / clients
  - Examples: Printfection, DailyAI, Vicinity, Gloo

- **CA / Recruiter support can vary**
  - Single recruiter – for one req, maybe even two or three
  - Front-facing – someone is that main "point" person, and a recruiter is helping behind the scenes (sourcing, possibly screening)
  - Team of recruiters supporting client – CSD is the point, or a Senior Recruiter; multiple recruiters supporting client and fully "owning" their own reqs
  - Recruiters supporting each other behind the scenes with sourcing support

- **New Search (requisition)**
  - CSD will reach out to let Recruiter know about potential new req
  - Usually get an intro from Frank
  - Recruiter or CSD schedules a kickoff call with the hiring manager(s)
  - CSD will send Welcome doc
  - Kickoff Prep
  - Kickoff call
  - Summary recap to hiring manager to ensure we're aligned; calibration profiles if necessary; creation of JD if necessary
  - Have job posted once approved

- ○ Come up with strategy
  - ○ Source candidates and review applicants, reach out to schedule screens
  - ○ Screen candidates
  - ○ Present candidates
  - ○ Weekly recruiting report / update
  - ○ Weekly touch base call to get feedback and updates from HM
- Additional responsibilities:
  - ○ Support scheduling interviews as needed
  - ○ Move candidates through the process in Avionte
  - ○ Offer to do reference checks, background check
  - ○ Send end of req report; can send metrics as well

- **CA Way**
  - ○ Tools and process ensures we're providing a great and consistent experience with clients and candidates
  - ○ Milestones doc provides general guidelines on what progress should look like based on the hours

- **CA Recruiters provide good communication, collaboration, and consultation throughout the process**
  - ○ Recap of kickoff call
  - ○ Calibration profiles
  - ○ Weekly updates:
    - ■ Sharing strategy, insights and market intel, challenges
    - ■ Making recommendations
    - ■ Partnering with CSD or others as needed – brainstorming, sourcing support

- **Common challenges that can arise along the way**
  - ○ Lack of communication or feedback from HM
  - ○ Unrealistic expectations – have we been managing those along the way? Did we address this in the kickoff?
  - ○ Compensation not aligned with position or desired candidates
  - ○ Interview process taking too long, losing candidates; extended holds by HM
  - ○ CA recruiter / team not having the bandwidth needed
  - ○ HM more "transactional" than collaborative

- Go through the entire recruiting process step by step

CA Recruiting Guide

A new client/req comes to CA

- Determine client contacts for each req (hiring manager(s) as well as any important accounting contacts). Most likely, you'll join a kickoff meeting already scheduled by CSD's
    - If you need to schedule one on your own, introduce yourself via email/phone and set a time for a kickoff meeting to go over req specs- over Zoom, google meets, or in person.

Prior to the kickoff

- Complete the [Kickoff Prep checklist](#)
- Familiarize yourself with the Kickoff Meeting Template ([tech](#) or [copro](#)) and personalize it based on your knowledge of the company.
- Check for any "low hanging fruit" to take to the kickoff - candidate resumes from previous searches or your network that may fit the bill.
    - This can be a great way to learn about their desired profile based on them walking you through why they like or dislike any resumes you've brought to show them (this is not mandatory but can help)
- Conduct 30 minutes of research on the client and company (visit the client's website, see what jobs show up on their careers page, research the backgrounds of the people you're meeting with, do a google search to find any recent news articles, events they've been featured at, etc). This doesn't have to take a lot of time but will help you ask more informed questions of the client.

Kickoff Meeting

- At the kickoff, walk the client thru the recruiting process and what to expect, communicating clearly around:
    - *Job description*
        - Do they have one or will you write?
            - If they have, review for edits, review posting options
            - If you'll write, let them know you'll send final for approval re: format, content and any paid postings
        - Ensure can be posted publicly WITH company name
    - *Candidate presentation*
        - Typically via email, offer to walk them through each via phone if helpful.
        - Provide a resume and phone screen notes for each candidate, along with a "teaser" on each (pros/cons or a short, high level recap) in the body of the email. I like asking the client if they have a preference about how candidates are presented (and whether or not they would like to see the phone screen notes),

and offer up both scenarios; many of my clients are not interested in phone screen notes, and knowing this can save some time when presenting candidates.

- Teaser shouldn't be a reiteration of the resume, but instead additional information and insight into why the candidate should be considered (this may seems obvious…)

  ○ *Hours update*
    - Explain that you will update them weekly on the hours
    - Determine your weekly hours allocation based on their budget (communicate with your CSD)
  ○ *Next steps in hiring process*
    - Once candidates are identified, what are next steps (phone or F2F interviews? With whom?)

→ Remind the client that with CA:

- Our hourly model allows us to better align with their goals. We're not paid based on % of salary so are not tied to *where* the candidate comes from (our network or theirs). If there are people from their networks they'd like us to screen, we're happy to do so.
- The CA experience is transparent/honest/real...if they've worked with other recruiters expect it to be a bit more raw experience. CA does not alter/improve/hide candidate info or coach candidates. We give them pluses/minuses/areas to probe with candidates...think of us as more your internal HR/Recruiter.
- Timely communication on their part is critical to a smooth and swift process. You'll plan to communicate fluidly with them along the way, encourage them to do the same.
- Recap action items at the end of the kickoff so the client has a clear sense of what's next i.e. you'll write the job description and send to them for approval or if theirs is in good shape you're thinking of posting to sites XYZ and get approval.

Job Posting/Description

- Write the job description and send for approval to contact at company
  ○ Use this template for job description
- Once approved, send to RC (recruiting coordinator) for posting.

Avionte

- A comprehensive Avionte guide can be found here. For Avionte related questions, contact Courtney or your RC.

Sourcing

LinkedIn

- [LinkedIn Sourcing](#)
    - Think creatively about your network and who might be interested as well as who might know someone who would be interested. Leverage the greater CA team's network as well by sharing jobs at the weekly meeting.
    - [Use the boolean guide to guide your search](#)
    - Search Avionte for "low hanging fruit" - candidates who may have applied to similar roles for other clients and perhaps weren't chosen
    - Share the job via your (if desired) and CA's social media
    - Craft a well written, thoughtful and personalized/customizable [LinkedIn template](#) to be used when reaching out to both:
        - candidate prospects
        - referrals (I usually create and save 2 versions). **See LinkedIn team projects for examples**.
    - Remember to review active applicants coming into the req in Avionte

    → *Helpful Hint: It's important to keep in mind as you're managing your sourcing efforts that the critical time period to "WOW" the client is within the first 2 weeks. Therefore, you should be working toward the goal of presenting 2-3 solid candidates within that time period. I would recommend reaching out to potential candidates (emails/inmails/calls) as you come across them vs. gathering them and contacting them at a later date since it can often take a while for people to get back to you.*

Screening Candidates

- Screen candidates as they express interest and you see a potential fit
    - Create a comprehensive [phone screen template](#) (should be client facing) based on important criteria from the job description and any nuances you learned at the kickoff meeting. Some example questions can be found [here.](#) Save this template into the req and copy/paste into candidate profiles as you screen them. Be sure to include any technical, behavioral and logistical questions you feel the hiring manager would want to know in order to make an educated decision as to whether to move forward with the candidate or not.

Presenting Candidates

- Present vetted candidates to client for review - ask how they'd like to receive - batched or individually as we vet them. Be sure to include any relevant caveats i.e. "candidate x doesn't have a Masters degree but according to our kickoff meeting, that seemed to be more of a "nice to have" criteria. Coupled with her great experience in xyz, perhaps that's not as important?"
  - I like to provide a bulleted, high level candidate recap in the body of the email and my more detailed phone screen notes and resume as attachments (decide what's best with your hiring manager).

→ *Helpful Hint: Remember, it's the hiring manager's choice to determine who to move forward with as (in theory) they understand the role and company culture the best. Our job is to be their recruiting partner/consultant, present candidates they wouldn't otherwise have access to and to clearly communicate the most relevant info about candidate backgrounds and potential fit in order to help the HM make a decision.*

- Communicate with the hiring manager to obtain feedback and narrow your search to find the best talent. If HM likes candidates presented, offer to arrange phone/F2F interviews for client as needed. Determine whether to continue sourcing/screening or hold on efforts depending on your pipeline strength. Find the balance of hedging against any candidates currently interviewing who may fall thru but not spinning your wheels and spending too much additional time if it's not needed. Will vary greatly by client/situation. Communicate with the client to help determine.

  → *Helpful Hint: Remember, we are not pushing certain candidates. Our "allegiance" is to the client to help identify the best fit for the role/company. Therefore, don't take feedback on candidates personally. If those you've presented are not a fit, continue the search.*

- Once a candidate is selected for hire, offer to check references and conduct background check. Background checks will cost anywhere from $30-$300 based on candidate location(s). Contact Talia for a quote and to get background check running. Our BG check service is Choice Screening.
- Offer to negotiate and extend offers, based on the preference of the hiring manager.
- Congrats on your successful hire! Check in with client to see if we can help fill other positions.
- You're welcome to check in with candidates in the first few weeks of employment to see how things are going.

CA Org Chart

Navigating Slack

- Setting up your slack account online
    - Go to slack.com
    - You should have received an email about our teams' slack channel. Sign up through that!
    - Our workspace URL is creativealignments
- Download the slack app on your phone (purple icon)
    - Open up the app once downloaded
    - Click "sign in"
    - Send "email me the magic link" (it really is magical it does everything for you!)
    - Fill in your CA email and an email will be sent there—you can literally click on the link that takes you to your email from slack and then it will take you right back to slack to keep setting up your account
    - I choose to turn my notifications ON (up to you)
- Understanding Slack channels
    - Channels are used to target specific groups or specific subjects
- THE MOST USED CHANNELS
    - **General**- this channel is used the most. If something is more urgent, tag it as @channel before sending it so everyone gets pinged. Things like lunch orders, meeting notes, and general reminders are put in this channel
    - **Candidates4compas**- if you have someone you know or think would be a good fit for a role, share their resume on this channel. Once a green check mark is added by a commenter (usually Talia Worth) that means they are in compas/Avionte
    - **Codes-** where the codes that are created for new jobs are shared
    - **Diversitytaskforce-** This is where we discuss how we can better both our DE&I initiatives and our clients
    - **Random-** we use this channel to share pictures, videos, and all other random things (that usually aren't very work related)
    - **Weekly_client_reports-** This channel is where weekly hours are posted
    - **Copro or tech** – This is your team specific channel.
    - **Kudos-** give a shout out to someone who made your life a little easier
    - **Donotpoachupdates-** Where new clients are posted so you know not to poach them
- OTHER FUN CHANNELS
    - **Good_reads_podcasts-** share any good reads or podcasts here for the group
    - **Knowledge_tips-** just what it sounds like, use this to share tips
    - **Recruitingtools-** tools that people come across to help with recruiting

- ○ **Twitter-** every time we tweet or are mentioned in a tweet it goes to this channel
- DIRECT MESSAGES
  - ○ you can direct message anyone and create direct message groups by clicking the little plus symbol to the right of direct messages.
- Slack channel language
  - ○ To call people out specifically use @ and their name (@taliaworth for example)
  - ○ To call out the whole channel use @channel and they will all get notified
  - ○ If you want to reply to someone's message in a group, click on the message and then click "start a thread"
  - ○ To react to people's messages, click the little smiley face with a plus on it to choose from a bunch of emojis

Download Microsoft Word
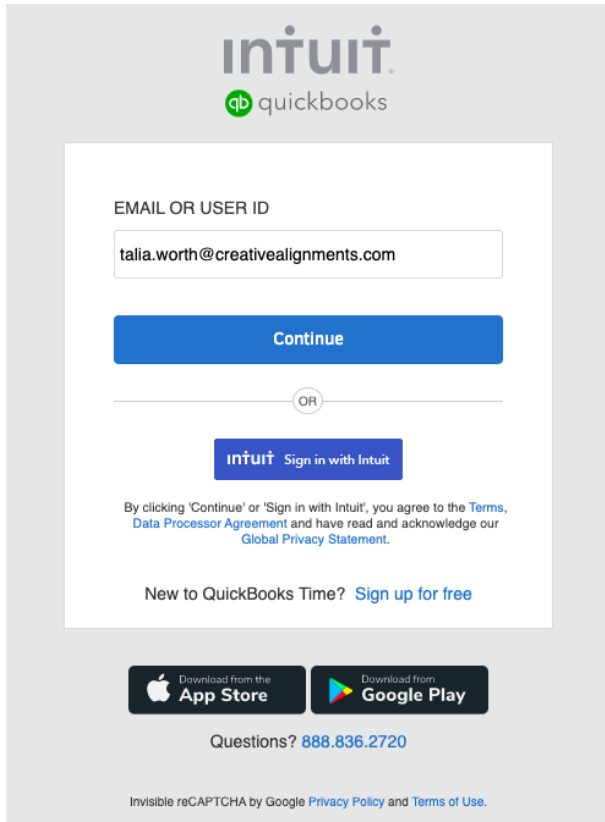
- Talia will send you a link to download Microsoft Word

Tsheets/Quickbooks Time

(Tsheets is now called quickbooks time but the names are used interchangeably)
Your tsheets account should be set up and good to go before starting this process. You should have received an email to set up an account, and set it up in an earlier step. If it is not set up and you have not received an email from tsheets/quickbooks time, please contact the Ops team before proceeding.

1. Open Tsheets and login with your email, click continue, and enter your password
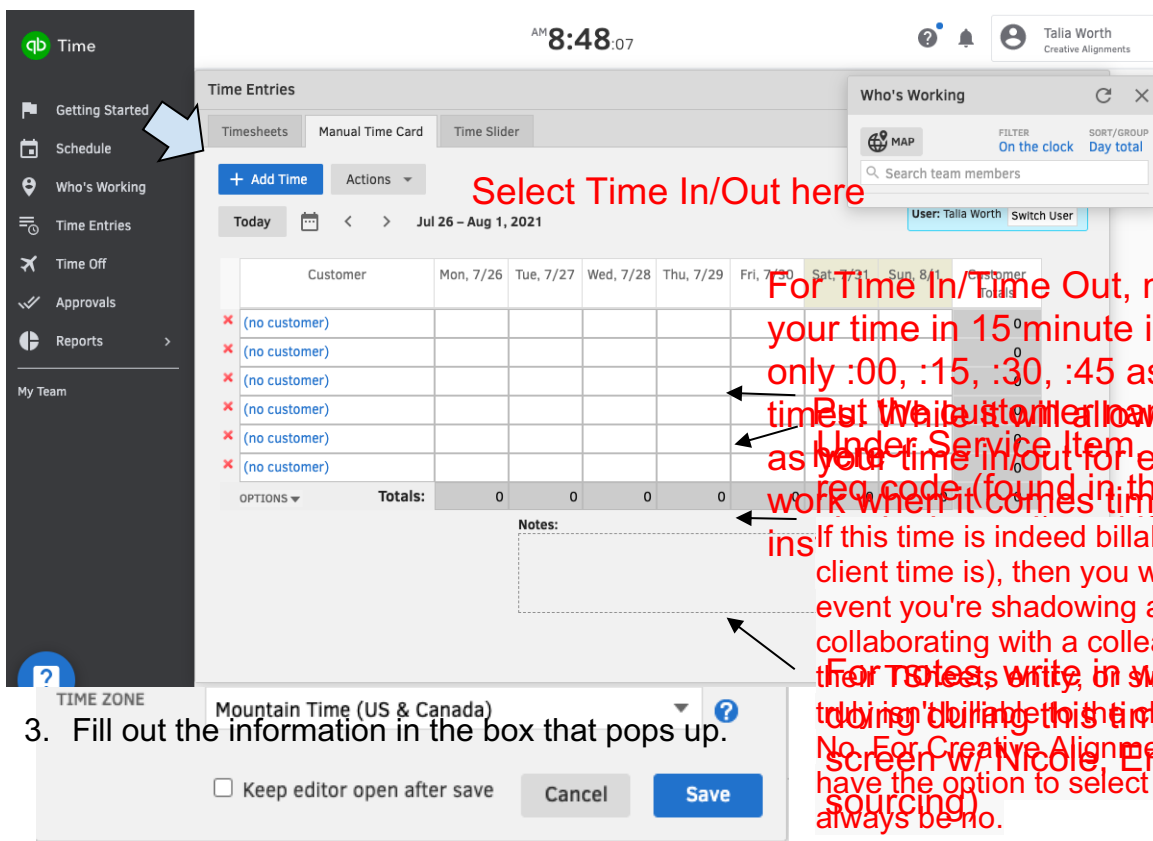
2. Click "Add Time" in the manual time card section

Select Time In/Out here

For Time In/Time Out, make sure you put your time in 15 minute increments WITH only :00, :15, :30, :45 as the ending of the time. No custom time is allowed. Under Service Item, put the req code (found in the codes Put the customer name.

If this time is indeed billable (as most of our client time is), then you will choose Yes. In the event you're shadowing a kick-off, collaborating with a colleague who is billing on their time, write, in what you were This will allow you to select 8:43 as your time in/out for example, this will not work when it comes time to run payroll, so ins doing during this time (i.e. phone screen w/ Nicole, Email reach outs, sourcing) For Creative Alignments time, you will not have the option to select yes or no, and it will always be no.

For Notes, write in what you were that that isn't billable to the client, you will choose No. For Creative Alignments time, you will

3. Fill out the information in the box that pops up.

4. Select "save" and put in your next time entry. Tsheets should be filled out by EOD EVERY day. Reports are processed on the 15th of the month and end of each month, and we provide client hour reports based on hours submitted by EOD Thursday.

Breakdown of Internal (CA) Codes:

Admin Internal - used for the operations team for internal administrative time **Will not use**

BizDev - used for business development meetings/calls/emails and events (Low Rate)

CA Launch - used for CA Launch mentoring meetings (High Rate)

Career Coach - Coaching someone who reaches out about their job search in our network. This is for only CA Designated career coaching. If someone reaches out and you want to connect with them, that would be CA internal time.   (High Rate)

Client pre-work - Rare use case- used very sparingly. When we decide to do work for a potential client who has not signed with us yet. (Market research, researching company, looking at JD's). If a client does sign, we want to move that ime to the right client code. This code is only used when time needs to be locked in and a potential client has not signed an agreement. (High Rate)

CSD Approved Project - any project your CSD approves of (High Rate)

Holiday - For the holidays CA gets off (High Rate)

Internal - Day to day logistics, checking email, planning day, water cooler chat (Low Rate)

New Hire Training - Being trained or training new hire for first two weeks (High Rate)

PTO - Time off (High Rate)

RecCoord Projects - only for specific recruiting coordinators for pre approved projects by CSD's (High Rate)

Recruiting for CA - Internal recruiting (High Rate)

Travel - See travel policy (Low Rate)

TeamMeetings - Weekly meeting (all team/practice meetings) (High Rate)

CA_DEI TeamWork- DE&I specific meetings, or approved workshops/research. (High Rate)

CSD_Recruiter Meetings: 1:1 meetings between CSD and Recruiter (High Rate)

CA_Social: code to be used when instructed by "OPS Team" for CA events/HH etc. (Low Rate)

Recruiting team expectations:

86.5% Client billable time

.5% on client non-billable time

3% on non-billable time

Paychex

THE BENEFITS OF BEING A PART OF

INSURANCE

CA offers comprehensive insurance options for you and your family through United Health as well as Delta Dental and VSP (vision). CA pays 75% of employee premiums and 25% for dependents. CA covers 50% of employee premiums for dental and vision.

PAID TIME OFF

Enjoy up to 120 hours of PTO in a calendar year. PTO is accrued at a rate of 0.06 hours of PTO for every hour worked. After 3 years, you can enjoy up to 160 hours PTO, and PTO is accrued at 0.08 hours for every hour worked.

PAID HOLIDAYS

You will be paid for Thanksgiving Day, Christmas Day, New Years Day, MLK Day, Memorial Day, 4th of July, and Labor Day.

401K MATCHING

CA has a 401K plan through Principal in place so you can enjoy pre-tax retirement savings. After 6 months of employment, you are eligible to receive up to $500 in matches each year.

TEAM BUILDING OUTINGS AND EVENTS

FLEXIBLE SCHEDULES AND THE ABILITY TO WORK REMOTE

VIRTUAL TEAM LUNCHES AND TREATS

NEW BUSINESS COMMISSION OPPORTUNITIES
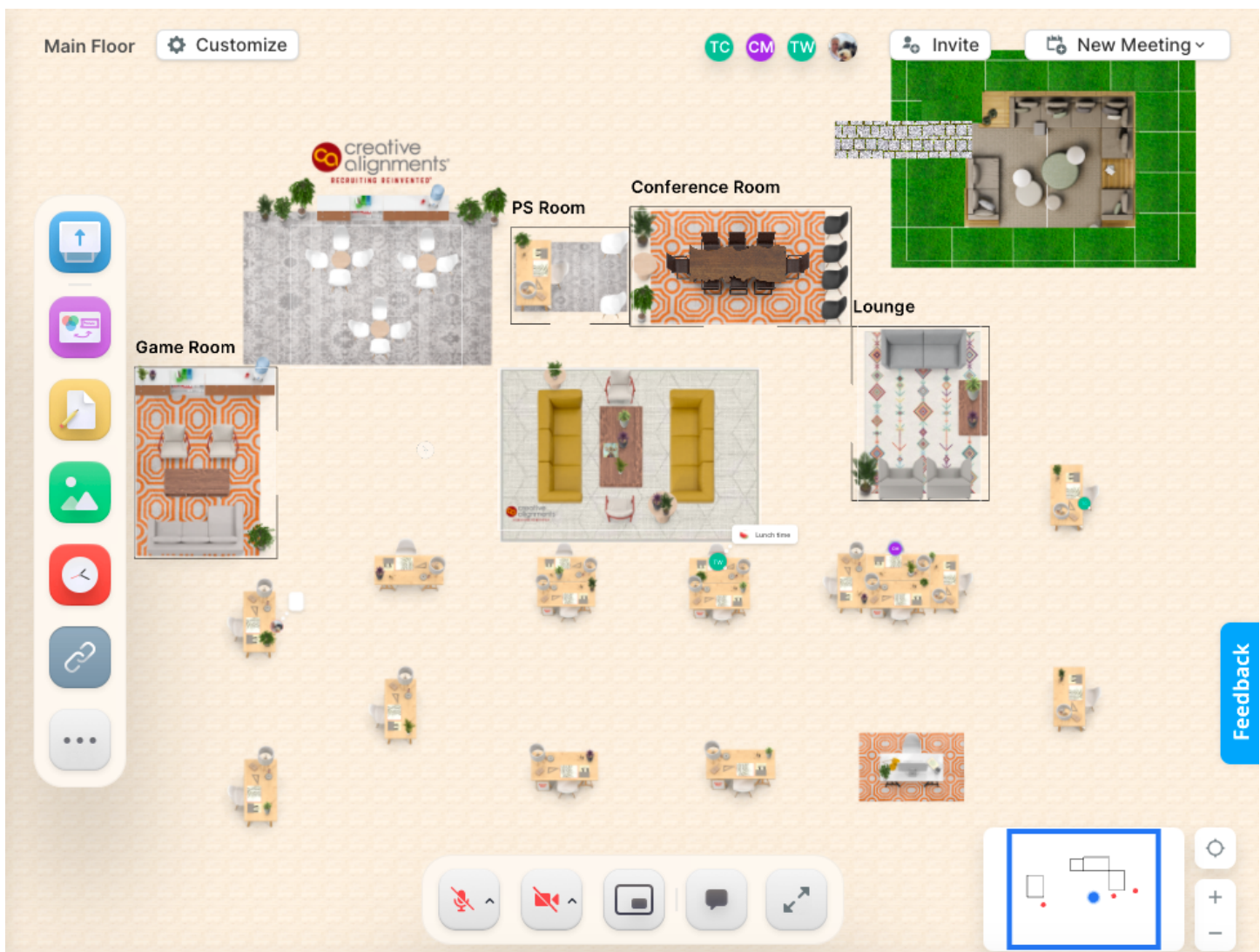
MATERNITY, PATERNITY & BEREAVEMENT LEAVE

TeamFlow

TeamFlow is a video platform we use as a virtual office.

Watch the following tutorial here: https://www.youtube.com/watch?v=B9jtiXjA2rA

Teamflow for meetings: https://www.youtube.com/watch?v=X_vEKj46a4c

Visit our TeamFlow and explore: https://app.teamflowhq.com/creative-alignments-llc-818342893de8

TO COME:
- **Google Drive**
- **Seekout**
- **Selling CA**
- **Diversity Training:**
https://docs.google.com/document/d/1NbyIqNEjV2P1c_y1dQjDXB_t3feZlhlsHtVE99hry2l/edit
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**Ask about floating holidays