**Hiring Managers & Facilitators**

**Resources for Hiring Managers & Facilitators**

This is our landing page for Bottom Line hiring managers and folx who will be facilitating training with new hires. On this page you find:

* The [Onboarding Checklist](https://tbl500amory-my.sharepoint.com/personal/rkinerson_vendor_bottomline_org/_layouts/15/onedrive.aspx?id=/personal/rkinerson_vendor_bottomline_org/Documents/Microsoft%20Teams%20Chat%20Files/Onboarding%20Checklist%20for%20Hiring%20Managers%20%28Updated%207.7.2022%29.pdf&parent=/personal/rkinerson_vendor_bottomline_org/Documents/Microsoft%20Teams%20Chat%20Files&ga=1) with narrative instructions and FAQs
* Hiring Manager instructions for setting up an onboarding plan and communicating with new hires
* Hiring Manager Tool Kit
* Facilitation Resources
* A space to provide feedback to National about this page and all of the above resources



[**Onboarding Checklist**](https://tbl500amory.sharepoint.com/sites/training/SitePages/Onboarding-Checklist.aspx)

**The candidate accepted an offer! What do I do now?** Review the Onboarding Checklist for the list of tasks expected of you between offer acceptance and the employee's first day.

[[](https://tbl500amory.sharepoint.com/sites/training/SitePages/Hiring-Manager-Tool-Kit.aspx)](https://tbl500amory.sharepoint.com/sites/training/SitePages/Hiring-Manager-Tool-Kit.aspx" \t "_self)

**[Hiring Manager Tool Kit](https://tbl500amory.sharepoint.com/sites/training/SitePages/Hiring-Manager-Tool-Kit.aspx" \t "_self)**

This toolkit will provide a baseline of knowledge and best practices for managers to use when onboarding a new staff member.

Resources include:

* Choosing Facilitators
* Scheduling Trainings, Pre-work, and Post Work
* Navigating NonProfitReady
* Utilizing Advisors During Onboarding
* National Program Team Contacts and Their Roles

[[](https://tbl500amory.sharepoint.com/sites/training/SitePages/Facilitator-Resources.aspx)](https://tbl500amory.sharepoint.com/sites/training/SitePages/Facilitator-Resources.aspx" \t "_self)

**[Facilitation Resources](https://tbl500amory.sharepoint.com/sites/training/SitePages/Facilitator-Resources.aspx" \t "_self)**

Here you will find resource links for documents that will be helpful while planning onboarding.

Resources include:

* Training Inventory List
* Cohort Schedules w/ Facilitators
* National Led OBL Trainings
* Manager Facilitation Learning Lab Links
* NonProfitReady Course Linksn