



The Protocol/Process & necessary documents for hiring at Acra Lending.

The Protocol:

1. Complete a Staff Requisition and IT Set Up form, send to HR to process for approval in Adobe Sign.
Once approved you can start recruiting.
Once the requisition is signed, the position will be posted in Jobvite.
2. Identified candidates: HR will conduct a phone screen and provide them with application. Must have application completed for any candidate to be considered for employment.
3. Once final candidate is identified, complete Offer Letter Request Form and send to HR.
Management candidates will be sent to CEO & President for approval, non-manager candidates will be sent to Department Head for approval. Include resume with request form.

Please note, that a minimum of 5 business days from offer acceptance to start date is required.

4. Offer details approved: Hiring Manager* presents verbal offer. HR to assist if necessary.
5. Verbal accepted, HR to send out written offer per offer letter request form.
6. After written offer is signed Hiring Manager is to contact the new employee between 3 and 5 business days before the new employees start date. Hiring Manager to use the appropriate New Hire Welcome Form (Remote or In Person) to share information and check in.
7. First day, Hiring Manager to contact employee either in person via phone/Teams and welcome them to the team.

Forms:

Staff Requisition

Application

Offer Letter Request form

IT Set-up Form

New Hire Welcome Form