



Prehire Steps

Welcome to the City of Kent's Onboarding Process!

After receiving a verbal offer from your hiring manager:

- a. This offer will be sent to the email you provided on your application.
- b. **Click ok** to accept the offer letter.



2. **Once the offer letter has been accepted**, you will immediately be sent an email from our background screening vendor, Sterling. (Be sure to check your junk mail folder.)
3. **The Sterling Background screening results may take 1 – 10 days.**
 - a. **Complete the questionnaire as soon as possible.**
 - b. Once completed and cleared, two emails will be sent to you from Cityofkent@myworkday.com.
4. **Check your email.**
 - a. You will receive two emails from CityofKent@MyWorkday.com.
 - b. The first email will contain your **username**.
 - c. The second email will contain a **temporary password** and link to the candidate prehire portal.
 - d. Click on the link and follow the instructions to sign into the prehire portal.
5. **Sign into the prehire portal. Here you will be asked to complete three tasks.**
 - a. Edit Government ID.
 - b. Enter personal information.
 - c. Enter Emergency Contact Information.
6. You will then be taken back to your **inbox**.



- a. Change of Emergency Contacts.
- b. Complete Federal Withholding Elections.
- c. Payment Elections (Be sure to have your checking/savings account information available to establish direct deposit).



Prehire Onboarding

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- d. Complete I-9 form.
- e. Review and Complete Department of Retirement Systems status form.

8. Once these tasks have been completed you will receive a phone call from your Department Liaison to meet with you and review your I-9 documentation.

- a. Your Department Liaison will email you a list of allowable documents that you may present
- b. This is an in-person meeting and original documents must be presented (**photocopies are NOT allowed**). The list of acceptable documents can also be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

9. If you are asked to complete the Department of Retirement Status form.

- a. Print and complete the form.
- b. Upload the form as an attachment back into the Workday system.
- c. This task is not required to be completed prior to your start.
- d. Please complete this task as soon as possible.

10. Contact your Supervisor or Department Liaison for additional information relating to your first day of work. They will be able to assist you with questions about:

- a. Schedule
- b. Parking
- c. What to expect the first day

Congratulations you've completed the Prehire steps.

Welcome to the City of Kent!

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