



User Guide For Online Hire Packets

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Introduction to Online Hire Packets

- Why online hire packets?
 - Accurate information is recorded on all paperwork. All personal information is entered in the first section and then is populated on to all the other forms
 - No more mailing, faxing, scanned/mailed or dropping off the entire hire packet, only a couple pages need to be sent to Human Resources to be processed
 - They can be completed on any device (computer, tablet or phone)
 - Electronic hire packets, allows for discontinuation of paper packets
- How does Online Hire Packets work?
 - When accessing the website (available from Human Resources, Coordinator and/or Consumer), the applicant enters in their personal information on the first screen. Each screen after this only ask for the specific information applicable to that form. When completed, the last screen allows you to verify the information on the forms as they would be sent to Human Resources and/or printed. All that needs to be printed is 10 pages (more information coming) before submitting the packet to Human Resources. Unable to print the pages, contact Human Resources (information at the end) and the pages can be sent to you, your consumer or coordinator
- How will GSIL applicants and consumers benefit from electronic online packets?
 - 95% of the packet is directly sent to Human Resources
 - Only 10 pages are printed out, with only sending 4 pages to Human Resources, which results in a savings of money, paper and time.
 - Legibility issues will no longer be a concern.
 - Less information to be entered as all personal information is entered on one screen and then automatically fills in on all forms, which results in saving time

How to Use the Online Hire Packet

How to Obtain the Link

1. At any GSIL office, or
2. Via your own email from a consumer, coordinator or Human Resources, or
3. www.gsil.org with username and password
 - a. Click on Become a Care Attendant at the top of the page
 - i. Attendant Hub
 1. New Hire Packet in red
 - a. Username: GSILapplicant
 - b. Password: HirePacket!

To Start the Hire Packet Process:




New Hire Packet

1. Click the tab labeled “New Hire Packet”
2. Welcome page
 - a. Electronic Signatures are completed with using either a trackpad/mouse, stylus or a touch screen
 - b. There are 10 pages to review and print at the end of the process
 - c. All yellow boxes are required to be filled in before moving on (if not completed the box will turn orange and not allow you to move forward)
3. The first section is where all your personal information is entered. This information then automatically fills in on all forms. Very important to make sure this information is entered correctly before moving forward. Street Address needs to be your physical address (some forms require this information), not a P.O. Box.
4. Continues to the individual forms
 - a. Application- 2 references are required
 - b. Employment Offer
 - i. Consumer name and program are required
 - ii. Agency-directed enter Home Care for consumer name

- c. Driver's Release-doing errands for a consumer requires 100,000/300,000 liability auto insurance, please forward your declaration page of your policy with your name, expiration date and policy amount to Human Resources
- d. Criminal History Record Information Request Form is the NH background check information (one of the forms that is printed at the end)
- e. BEAS (Bureau of Elderly and Adult Services) State Registry Consent form (one of the forms that is printed at the end)
- f. Employment Eligibility Verification (Form I9) (one of the forms that is printed at the end) - you need to supply **original** documents to verify your identity and authorization to work in the U.S.
- g. W4 (IRS)
- h. GSIL Criminal Record Results Release
- i. Verification of Conviction Status
- j. EEO Data Reporting Form
- k. Hepatitis-B Response (is an option not a requirement-contact Human Resources for further information)
- l. Consent to copy- include a copy of a picture ID to Human Resources (unable to be faxed, as it is unreadable)
- m. Emergency contact information- please provide at least one
- n. Direct Deposit
- o. 2-step TB process acknowledgement form (Human Resources receiving step 1 of the process to beginning working)
- p. TB Authorization Form and locations (will be printed at the end, used to start the TB process at a location listed)
- q. ACE in person training class for agency directed consumers only(required to be completed within 30 days of start date)
- r. Sexual Harassment policy

To Finish the Online Hiring Process:

1. The important button is the . These are the forms that need to be printed and completed manually.
 - a. TB Authorization Form which includes locations that GSIL provides to start the 2 step TB process, this process needs to be completed within 3 weeks
 - b. NH Criminal Background check- needs to be signed (twice) and notarized together
 - c. BEAS form- needs to be signed and witnessed on the same day
 - d. Federal I9 form- sign on the front page when showing the supporting documents from the list of acceptable documents to a consumer, coordinator, GSIL representative or Human Resources as they will verify the documents and enter them on the second page
2. The “New Hire Packet” button lets you review the actual, completed forms (as they look to Human Resources)
3. Once the pages have been certified that the documents are valid and accurate. Click the “Send to HR” button. This automatically sends the information to Human Resources

To Finish the Process with the printed pages:

When printed pages have been completed

- a. NH criminal background check needs to be mailed to the GSIL Concord office. This form needs to be an original with the notary seal or stamp.
- b. BEAS and I9 can be mailed, scanned/mailed, faxed or dropped off at an office.
- c. Also, please included a copy of a picture ID. This can be mailed, scanned/mailed or dropped off at an office. Please do not fax as they can't be read.

Starting with a consumer or attending an orientation:

1. Human Resources needs to have all printed paperwork to be able to process the New Hire Packet. This includes NH Criminal background, BEAS form and I9. An out of state criminal background form* if needed.
2. Human Resources has received the results of a completed first step of the TB process
3. After all paperwork has been processed Human Resources will contact you, your consumer, and Coordinator.

Frequently Asked Questions

Q. Applicant has lived in another state within 3 years, how does an applicant receive the out of state criminal background form?

A. Contact Human Resources or a coordinator to receive the form. The out of state criminal background does not need to be notarized.

Q. What is the declaration page for auto insurance?

A. It states your name, amount of insurance (must be at least 100,000/300,000 liability) and the expiration date of the policy

Q. What is the ACE (Attendant Care Education) in person training class?

A. This is in person 3 hour training class for consumer directed programs that is required by the State of NH to be completed with 30 days of your start date.

Q. What if you are working for more than one consumer to start with?

A. Contact Human Resources or your coordinator to receive another Employment Offer Letter and Training Confirmation form

Human Resource Department Contact Information

Toll-Free Telephone: 1-800-826-3700

Telephone: 603-228-9680

Direct Fax: 603-717-0823

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