



New Hire Information

Our mission is willing workers employed and community resources maximized. We currently support this mission through our retail and online stores as well as other programs and partnerships. The following is information you will need and agree to regarding beginning employment:

1. Goodwill is an at-will employer. All new hire or employee information presented is not to be construed as a contract and may be changed at any time to meet Goodwill's needs.
2. All offers of employment are conditioned upon the completion of drug and criminal background screen including SOR check, which **MUST** be successfully completed prior to the first day of work.
3. All offers of employment are conditioned upon completion of an unpaid Orientation Session. The next Orientation Session is **Monday, May 14, 2012 at 9:00 am.** Expect approximately 1 ½ hours.
Location: 2100 Judson, Lincoln, NE 68521, tel: (402) 438-2022 fax: (402) 438-2167
4. **You MUST bring ALL of the checked items to the Orientation Session in order to start working:**
 - ✓ **2 forms of ID** (one being a picture – typically driver's license and social security card)
 - ✓ **Information for direct deposit including a copy of original documentation with the new hires name and account and routing information.** This **MUST** be completed **PRIOR** to New Hire Orientation. The documentation cannot be a deposit slip or debit card. We can accept a voided check or a photocopy of a check. If the account is in someone else's name, the new hires name must be noted on the paperwork – for example, in the memo line of the check. Goodwill pre-notes all first checks. You may provide multiple accounts. *Note that if you do not currently have a bank account, Goodwill has relationships with Liberty First Credit Union or Wells Fargo as options at no charge. Goodwill encourages all individuals to have some type of financial savings plan.
 - ✓ **Money to purchase 1 uniform** (\$10.00 for S-XL, up to \$13.25 for 4XL). Goodwill requires employees be in uniform at all shifts and to purchase two uniforms (polo shirts). One must be purchased at the **Orientation Session**. The other may be purchased at the same time (strongly encouraged) or deducted from pay. If deducted from pay, it will be sent to the employee after payment is received.
 - ✓ **Information emergency** personnel may need to know such as contact or personal physician.
5. All new hires will complete Goodwill Academy at a training wage. Upon successful completion of Academy, new hires will be considered active employees and will receive a training bonus equal to the number of hours worked during Academy multiplied by the difference between the training wage and the hiring wage per hour.
6. Full attendance at all scheduled shifts is mandatory and is the employees responsibility, including transportation to and from work. ***ANY missed shifts during Academy will end employment.***
7. Academy begins **Monday, May 21, 2012.** Academy is considered to be the first four weeks of employment. York employees will attend the first week of Academy in Lincoln. Academy hours are scheduled from 12:00 pm to 6:00 pm Monday through Friday the first three weeks. You will receive a schedule on the first day of Academy. Schedules will then be worked out for all subsequent shifts in the store. ***ALL*** employees work evenings and weekends and will work one evening shift during Academy.

Our business works, so people can.