



Bobby Jones Links Recruiting and Onboarding Process

Step 1 - Determine Your Needs

- What's your budget? Determine which/how many positions you need to fill, pt/ft status, hourly/salary wage, etc.
- Review available job descriptions on Caddy Shack and make relevant revisions
- Consult with BJL VP of Operations.

Step 2 - Recruit

- Determine where you will pull candidates from.
 - Is it a seasonal position where you're hiring team members from the previous season?
 - Are you filling the position internally? Rely on your resources before extending an offer to an internal hire (Previous termination Personnel Action Forms, conversations with previous or current supervisors)
 - Post the job description from step 1 on Paycom on your own or with the help of Human Resources. All job ads will automatically post to the Bobby Jones Links website, indeed, and Glassdoor. Email hr@bobbyjoneslinks.com if you need assistance.
 - Do you want HR to post to additional platforms? (GCSAA, PGA, CMAA, Turfnet, etc)
 - Do you need additional exposure through a campaign on Indeed? You will need to provide a budget to HR. Example- \$300 for two weeks

Step 3 – Interview

- Develop interview questions for the position you're hiring for and ask them consistently across all candidates.
- Be mindful of the interview questions that should be avoided. Please review legal and illegal interview questions listed on Caddy Shack.

Step 4 – Before an Offer is Extended

- Conduct reference checks.
- Request background check for General Managers and any position working with children.

Step 5 – Extending an Offer

- Provide offer letter as applicable and job description.
- Upload signed offer letter and job description to team member record in Paycom.

Step 4 – Before First Day

- Add new hire into Paycom.
- Let HR know if there are any deductions that need to be added to payroll (phone allowance).
- Request documentation for employment eligibility verification.
- Have new hire complete Paycom checklist.

Step 5 – On First Day or before Third day of Employment

- Complete I-9 section II/E-verify.