SUBVENTURES

HIRING PACKET INSTRUCTIONS

Step 1: Interview

- If the decision is made to hire after the initial interview, complete Step 2 if the applicant has all the required documents.
- If you decide after a round of interviews, please schedule a date for the applicant to return with their acceptable forms of identification

Step 2: Complete the "New Hire" Google form via the Quick Link on your iPad. Alternatively, you may visit www.subventures.net and click on company documents and click on "New Hire" Google form to complete.

- Please submit pictures of the FRONT & BACK of each form of identification that is needed. (4 pictures in total)
- If you are unsure which documents are acceptable, please contact your area manager BEFORE submitting the documents. Incorrect documents will result in failure of electronic paperwork being sent out.
- You MUST attach proof of their banking information with the Google form
- Please select the pay rate applicable for your location. Please consult your area manager if you have any questions about which pay rate applies.
- Have the applicant verify all the information **_BEFORE_** submitting. Please double check to ask about apartment numbers, and verify the correct spelling of street and city names
- Click on the link to complete the WOTC screening on your iPad. This link is included in the form. Please have the applicant write the number down here: _____
- Alternatively, you may have the new hire call 1-888-777-4604 and use the employer code 16834 and your store number for the Location ID to complete the WOTC screening if the website is not functional
- Select one of the approved days and times for orientation. These will be detailed in the orientation date section. The applicant will report to the store on this date for orientation.
- Store manager must be present during the orientation date

Step 3: On the Selected orientation date, be present and inform the applicant to check their email for titled "2026 Hiring Packet GTG Applicant Name Store Number"

- The new hire documentation email will have their name and your store number in the title. Please have them open and complete everything highlighted in red
- If the team member has any concerns about receiving the data, please call the home office at (479) 268-4372 select option 1. Please note, live support will be provided during the scheduled time. If live support is unavailable, please contact your Area Manager

Step 3B: If the applicant is over the age of 18, please have them check their email for a link from www.backgroundchecks.com. They must complete the link.

Step 4: Open this new hire packet envelope and give the team member the sections that are marked "HAND TO NEW HIRE BEFORE ORIENTATION VIDEO"

- This is the "You're Hired" Booklet
- Subventures New Hire Policy & Procedure Acknowledgement Checklist
- Subventures Employee Handbook

Step 5: When the applicant finishes the online paperwork, a link to redirect to the orientation video will appear. Inform them to click on the link and have them watch the video with the "Subventures New Hire Policy & Procedure Acknowledgement Checklist" and a pen to have them initial off as policies are covered.

Step 6: While the new hire is completing the orientation video, complete the section marked "STORE MANAGER FILL OUT FOR IN-STORE TRAINING"

- Sandwich Artistry Trainee Information (You will hand this to the new hire after orientation)
  - Write their name and the first date of in store training in the top write hand box
  - Write down their first four days of training shifts and times
  - Schedule them with yourself, Assistant, or Shift Lead or a team member that has been employed for 3 months or longer. NO EXCEPTIONS TO THIS TRAINING SCHEDULE!
  - POS User ID
    - Store ID, plus the two digits from their birth month, and the last two digits of their social security number

- o POS Password: Default is set to the same as their UserID. On their first day, you may change it to a password that they will select.
- o U of S Login: Username standard format is StoreNumber-FirstNameLastName (no capitalization and please note the hyphen in between your store number and their name.
- o U of S Login Password: FirstNameStoreNumber (be sure the first letter in their name is capitalized
- o Who to Contact: Write your phone number and name and the store phone number in this area.
- Sandwich Artistry: Training Checklist
  - o Complete the first page and place in the back for the new hire to use each day of their training. This will be collected.
- Formula Quiz Study Guide
  - o Give this completed guide to the team member and inform them to start reviewing before their first shift.
  - o A blank quiz is included which must be completed by the new hire within 30 days. Team members are not eligible for any evaluations or raises without their formula quiz.

Step 7: Hand the new hire the "Sandwich Artistry Trainee Information" Sheet

Step 8: Issue Uniform Kit on Day 1 of training not during orientation!!

Store #	ID
4606	01
5657	02
15176	03
17800	04
18858	05
28862	06
26438	07
37994	08
36863	09
10281	10
29492	11
26648	12
50441	13
50511	14
28861	15
3002	16
10268	17
49682	18
1664	19
55829	20
35487	21
6316	22
13534	23
37440	24
2188	25
18618	26
29515	27
50705	28
15257	29
29483	30
37414	31
73210	32
37849	33