



Welcome to RightNow Ministries!

As a new employee, you're bound to have a lot of questions about what it's like to work here and how to prepare for your first day of work. Our New Team Member page (rightnow.org/new) has a lot of information to get you started.

Please complete these steps before your start date:

1. Visit **rightnow.org/new** to access your new team member forms.
2. Download, print and fill out all the information on the **New Team Member Information Sheet**.
3. Fill out and sign the first page on the **I9 form**
4. Download and read the **RightNow Employee Handbook**
5. Review the **Employee Benefits** documents

Please bring these items to the RightNow office on your first day:

- ☐ The completed **New Team Member Information Sheet**
- ☐ The completed **I9 Form**
- ☐ **Two forms of ID** (Driver's license, social security card, or Passport)
- ☐ Signed **Employee Handbook Sheet**

We're excited to have you join the team!