












Hire Checklist

Check out [EpicEmployee](#) to learn more!

Offer Accepted	1		<p>Congrats on your new position with Vail Resorts!</p> <p>You should be receiving an email from us regarding your offer and start date. If you do not receive this email, please contact your manager or your recruiter.</p>
Background Check / Law Violation Question	2		<p>Complete Background Check</p> <p>After receiving your offer, expect an email from clientservices@verifiedcredentials.com with instructions. Please note, background checks can take anywhere from 1 - 14 days to complete.</p>
Electronic Hire Documents	3		<p>Complete Electronic Hire Documents</p> <p>After you complete the background check process you will receive an email from no-reply.vail@successfactors.com. If you have technical difficulties logging in call 970-754-4357 (US) or 604-935-5500 (CAN).</p> <p> Complete this step on a computer, your phone/tablet will NOT work.</p>
Complete Final Hire Steps Before Your First Day			
Employee Login	4		<p>Complete Final New Hire Checklist</p> <p>Within 2 weeks of your start date you should look for an email from PSHRPROD@peoplesoft.com. This email contains your Vail User ID.</p> <p> You can now log into EpicEmployee as an employee! Navigate to My Location and select Final Hire Checklist to ensure you are ready to start work. See Terms and Conditions below.</p>
Multi Factor Authentication	5		<p>Complete Your Multi Factor Authentication</p> <p>Vail Resorts has implemented a security utility to verify your identity when logging on to network applications. On a computer, go to http://MFA.vailresorts.com to complete this step.</p>
I-9	6		<p>Complete Form I-9</p> <p>Checkout the email you received from PSHRPROD@peoplesoft.com for additional details.</p> <p> When you arrive to check-in you will need to bring in original, unexpired work authorization documents (no copies) to complete the I-9 process. You can find a list of acceptable documents here.</p>
Employee Guide	7		<p>Read and Acknowledge Employee Guide</p> <p>Checkout the email you received from PSHRPROD@peoplesoft.com for additional details.</p>
Ski / Activity Waiver	8		<p>Complete Ski / Activity Waiver</p> <p>Checkout the email you received from PSHRPROD@peoplesoft.com for additional details. It is important to add dependents at this step as there is a different process after you sign your waiver.</p> <p> You need to acknowledge this form to receive your ski pass and to be able to use a time clock.</p>
W-4	9		<p>Complete W-4 Tax Information</p> <p>Checkout the email you received from PSHRPROD@peoplesoft.com for additional details.</p>
Pay Options	10		<p>Select Your Pay Options</p> <p>Checkout the email you received from PSHRPROD@peoplesoft.com for additional details.</p> <p> If a selection is not made, your pay will default to a paper check.</p>
Terms and Conditions	11		<p>Accept Terms and Conditions</p> <p>If you choose to engage with EpicEmployee you will need to accept the Terms and Conditions. EpicEmployee is a voluntary personalized digital platform used to enhance convenience and accessibility to tools and systems; galvanize our culture and community through localized content and information</p> <p> After signing there can be a 2 hour delay to gain full access to EpicEmployee</p>
Ready for Check-In	12		<p>You Are Ready for Check-In!</p> <p>Work with your manager to schedule your check-in. Click here to see a list of check-in locations here.</p> <p> Log on to EpicEmployee and select My Location and Check-In to learn more about the check-in process.</p>
Check-In Activities			
Check - In	13		<p>Resort Check - In</p> <ul style="list-style-type: none"> • Complete Section 2 of Form I-9 • Pick up ski pass • Pick up uniforms • Meet your team • Explore the resort <p> Don't forget your original, unexpired work authorization documents. Click here for a list of acceptable documents</p>
Next Steps	14		<p>What to Expect Next</p> <ul style="list-style-type: none"> • Complete New Hire Orientation • Enroll in Benefits (if eligible) • Complete required employment training • Have fun and enjoy your season! <p> Check out the Learn More About Working Here section on EpicEmployee to discover more about your resort and town.</p>