

Happy September! Only 91 days until our scheduled opening date.

What's your plan to prepare and get yourself ready?

## New Onboarding System - Recap

Our new onboarding system has been active for a couple of weeks now. To help understand what to expect, we've included the relative onboarding process below. Please note that the process for new employees and SIS returners differs marginally as noted below.

The hire and onboarding process begins once:

- A **new hire** offer letter is signed
- OR, an employee is returning from **SIS**

Then, **all staff** will receive a Welcome email from **PeopleConnect@vailresorts.com** to begin pre-hire and pre-onboarding steps in EpicEmployee.

- Background Check
- Personal Info and Voluntary Identifications
- Housing Application (if applicable)
- Legion Schedule (we do not use this platform for scheduling but the step needs to be completed)

Once all tasks are complete, the process will pause until we get closer to the start of the season and your start date.

### Helpful Hints:

- **SIS Staff** - You will not be able to login into EpicEmployee until you receive the email from PeopleConnect. Be sure to check junk/spam folders
- As a reminder, we have a new EpicEmployee platform. The old app is not longer in service and can be removed from your phone.
- To view your pending tasks at any time, navigate EpicEmployee and select "My Tasks"

Lastly, if, at any point, you feel stuck or unsure, don't hesitate to reach out. We have the ability to see where each of you are at in the process and can help troubleshoot.



## Schedule Form

The schedule form is now open for all staff to submit their availability! While there's no rush to complete this form immediately, popular days/shifts may fill up quickly so submitting your availability early offers the best chance at securing your preferred schedule.

Some Tips:

- The form is best completed on a computer or tablet.
- **Please select the work schedule that you can commit to.** We will schedule you for every day that you select.
- Your benefits are tied to your commitment total.
- If a shift type or day is greyed out that means it is unavailable.
- Once your schedule is submitted, if you need to make changes, please let us know as soon as possible. Changes can be made up until 2 weeks before the targeted start of the season. After that, they will be reviewed on a case-by-case basis.

Below are links you can use to access individual forms. For Dual Instructors, please fill out the form of your primary discipline. **Trainers**, we will send you a link to use.

**[Carpet and Support Schedule Form](#)**  
**[Ski Instructor Schedule Form](#)**  
**[Snowboard Instructor Schedule Form](#)**

Lastly, if you have any concerns, please reach out via the form comments section or via email.

## PSIA - AASI Scholarships and Events Now Live

Whether you're looking to level up your teaching, dive into new disciplines, or expand your professional skills, this is your chance to make it happen. PSIA - AASI has updated its events calendar and has launched their scholarship applications. Take a peak and try it out!

**[For Scholarship Info - Look Here](#)**  
**[Event Calendar](#)**