

PROLINK Resources Compliance Roadmap

Congratulations!

You just accepted an offer with Prolink! Here is your roadmap to complete the compliance and onboarding items required for your start.

1 Start Smart & Be prepared

Sign your Offer letter to get started!

Gather your I9 documents (DL, BC, SS card, Passport)

Your recruiter will upload your references and resume, if applicable.

Begin your competency exams once received via email.

2 First Advantage (Background & Drug Screen)

You will first receive an email from First Advantage to complete your background check consent form. **You must complete the consent form before you are able to receive your drug screen information.**

Following completion of your consent form, First Advantage will send another email for drug screen with lab locator—FADVREPORTS will be the sender. You are required to complete the drug screen **within 48 hours.**

3 MyProlink Electronic Onboarding

Electronically fill out and submit all required paperwork.

Locate your unique electronic onboarding access in an email from DoNotReply@prolinkstaff.com

Upload all required credentials. If anything is missing, it will need to be submitted prior to your start date.

4 Workday Onboarding

Workday is where you will, make benefits elections, update your personal and pay information, and much more. An email will be sent to you from prolinkstaff@myworkday.com for your initial login. Use your email and click forgot password

You must update your personal information, payment elections and tax elections by the end of your first week on assignment to complete your onboarding in Workday.

You must complete your benefits elections within 30 days of your first day on assignment. or coverage will be waived