VIP Onboarding
from Evergreen

At Evergreen, we understand the transition process isn't always easy. That's why we've created a unique onboarding experience so that you can start doing what you do best. Besides answering questions regarding the application, benefits, background check and transition process, your Onboarding Specialist will work as your liaison between Human Resources, Marketing and Training.

In addition, your Onboarding Specialist will be in your office on your first day to make sure you have all the tools and resources you need to be successful. Here are just some of the items you can expect:

- Introduce you to your new team members
- Complete new hire paperwork
- Assist in transferring license via NMLS
- Laptop and docking station will be ready in your office
- Assist with system set up (check User ID's / Passwords)
- Set up voicemail, email and email signature
- Participate in Benefits Webinar with HR
- Begin OSI introduction
- Conduct Usherpa overview
- Assist with database transfer
- Enroll in Direct Deposit
- Sync smart phone / email
- Review 2x application
- Review OWA (Webmail access)
- Test all hardware
- EHL intranet introduction / department review
- Provide Encompass training guide
- Review press release / bio form (new loan officers)
- Obtain branch access: building/office key, parking, etc.
- Review branch personnel and workflow

Your Onboarding Specialist can also be in your office day two to go over additional resources, ensure all systems are functional and help map out your 30-day transition plan. Plus, you'll receive a call from your Onboarding Specialist every Friday for the first four weeks to answer additional questions and make sure you're thriving.

evergreen® HOME LOANS

EQUAL HOUSING LENDER