



GETTING STARTED CHECKLIST: ✓

Essential StaffCARE

This checklist will walk you through how to get started with Essential StaffCARE (ESC) as a part of Avionté's Paperless Mobile Onboarding solution. Please note this set up only reflects ESC as a Talent Task. The file imports and exports are not changing.

- 1. Enroll with Essential StaffCARE (ESC)**

Ensure you have enrolled with and signed a contract with ESC. Once you are enrolled, you will be able to work with us to get set up and start sending ESC as a Talent Task for your candidates/employees to complete.
- 2. Contact Your Strategic Account Executive (SAE) or Project Manager**

Reach out to your SAE or Project Manager to let them know you are enrolled with ESC. From there, they will work with our Partnership Activation Team (PAT Team) to make sure you have the correct license and information entered to start using ESC as a part of your onboarding process.
- 3. Toggle ON ESC Talent Task in Admin > Talent Module Settings > Onboarding**

Navigate to the Talent Module Settings and then select "Onboarding" from the three tabs. This is where you'll turn ON ESC as a Talent Task in the Integration Requests area. The ESC Talent Task can also be permissioned per User Group. Once it is permissioned and toggled "ON", your recruiters can send it out as a Task.
- 4. Add ESC Talent Task to Your Onboarding Packets**

Like all other Talent Tasks, you can add the ESC Talent Task to a new or existing Packet. Packets make it easier to send out a grouping of specific Tasks to talent with less clicks/hassle. For more information on Packets, [click here](#).

Please reference these additional checklists for more on Avionté Paperless Mobile Onboarding:

- [E-Signature Documents powered by Adobe Sign Getting Started Checklist](#)
- [Avionté Paperless Mobile Onboarding Getting Started Checklist](#)
- [Talent Tasks Getting Started Checklist](#)