

# POWER UP PROGRAM

## FREQUENTLY ASKED QUESTIONS

**Will the process and timing change for time-sensitive new hire paperwork (I9, associate handbook, etc.) to be submitted?**

No. This process will remain the same. HR will continue to work with hiring managers and new hires to complete onboarding paperwork and review benefits information.

**When will new associates attend the Power Up, and how will they be notified?**

The Learning and Development team will handle invitations and scheduling for all new associates to attend the Power Up Program. The two-day orientation will take place the second or third week of each month (dates will vary) and new associates will be scheduled to attend during their first month of employment.

The last date for our current Virtual Essentials class will be September 16, 2020. After that date, all new hires will attend the new Power Up Program. The first Power Up Program is scheduled for Wednesday, October 14 and Thursday, October 15.

**Can I still hire new associates at any time? Or do I need to wait to schedule it around Power Up?**

You can hire associates at any time that works for you! New hire paperwork will still be completed on the first day of employment, which means they are eligible to work. They will attend the next scheduled Power Up session.

For example, if an associate is hired on October 2, they will complete their new hire paperwork and review benefits information on October 2. They would be scheduled to attend the Power Up session on October 15.

If an associate is hired at the end of a calendar month, they will attend Power Up the following month.

**Where can I find the Power Up Schedule?**

The schedule will be posted on the [Steps to Success](#) page on Buzz once it has been finalized.

**Is this program only for new hires or can other associates also attend?**

While the Power Up Program is targeted for new hires, we strongly encourage any associates to attend, as we realize many of our team members may benefit from attending. If you or one of your team members is interested in attending an upcoming training session, please email [ELD@essex.com](mailto:ELD@essex.com) to be added to the training. Registration via LMS will be available soon.