

International Staff Onboarding Guide

There will be additional instructions throughout the onboarding that outline steps specific to you.

Personal Section:

Social Security Number – if you do not have a social security number enter 111-11-1111
Immunizations – add your highest level of COVID vaccination information and include your vaccination card/record that shows ALL of your COVID vaccinations

Contact Section:

Phone Numbers – if your phone number does not fit into the 10-digit format, remove digits from the beginning of your phone number until it fits
Address – before entering any address information, select your country first, this will adjust the fields accordingly
Emergency Contact – a phone number is required – if the number does not fit into the 10 digit format, remove digits from the beginning of the phone number until it fits

Direct Deposit:

Select “Skip Direct Deposit”

Additional Information:

Proof of Identification – International Staff: upload your passport
Proof of Identification 2 – International Staff: upload your visa in section 2 if you have it

Documents: MN DHS Background Study Authorization Form

Social Security Number – if you do not have a social security number enter 111-11-1111
State of Residence – Enter “Minnesota”
Have you lived in a US state other than Minnesota anytime during the last 5 years? – only enter YES, if you have lived in the United States in the past 5 years in a different state than Minnesota
Permanent Address fields – enter True Friends address information
Street – 10509 108th Street SW
City – Annandale
State – Minnesota
Zip – 55302
Mailing Address – SKIP
Height – in feet and inches
Weight – in pounds