



ALKAS HOME CARE SERVICES LLC

Phone: (412) 385-5683 Fax: (412) 502-6960

Email: contact@alkashc.com

Website: www.alkashc.com

Employee Hiring Process

Steps	Descriptions and Navigations
Employee Application	Applicants can go to our website and apply for a Job. Navigation: Careers Apply for a Job clicking on Apply Now Button
Face to Face Interview	Office Staff will reach out to applicant for Face-to-Face Interview.
User Registration	Applicants need to complete user registration to create user credentials. Navigation: User Login → Register
Applicant Authorization	Once interview is completed, applicant will be asked to fill in Applicants Authorization for reports generation. Login to website (User Login) Employee → Applicant Authorization
Hiring Package	Applicants need to fill in Hiring Package Navigation: Employee → Hiring Package
Policy and Procedures Akw Package	Applicants need to complete Policy and Procedures package. Login to website (User Login) Navigation: Employee → Policy & Procedures
In-House Competency Training	Applicants need to complete the In-House Competency Training. If you do not see the course assigned to you, reach out to Office staff. Login to website (User Login) Navigation: Employee → Compliance Training <ul style="list-style-type: none"> • Click on Enrolled Courses from Menu (If you do not see the courses assigned to you, contact office staff) • Click on Start Learning • Click on Mark as Complete when as you progress • Complete the Evaluation Test and Acknowledgement at the end of the course • Once you done with 100% of the course, click on View Certificate and email your certificate to contact@alkashc.com

Please email following information to contact@alkashc.com:

- **HHA Mobile ID**
- **Passport size photo** for your Employee Badge
- Your **Preferred Schedule**
- **Fingerprint report** and **TB Test Report**

Once office received all the information, we will contact you to let you know when you can start. You need to Fill up (**19, W4 and Residency Certification Form**) before you start.