



**galileo**

# ***CAMP STAFF FAQs***

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**Congratulations and welcome to the Galileo team! Wondering what happens between now and camp? Look no further. Below are answers to commonly asked questions about what to do after you've received an offer. Review the information below, and email [hr@galileo-learning.com](mailto:hr@galileo-learning.com) or call 510.423.9210 if you have any questions.**

## **How should I “sign” my offer letter?**

Once you're offered a camp job with Galileo, our People Services team will send you an email with a link to access and accept your offer via our online portal. We ask that you electronically sign and submit your offer within 2 days of receiving it.

## **What if I have questions about my offer before accepting?**

Read your offer letter thoroughly to make sure you understand and agree to all of the salary and schedule commitments prior to signing. If you have any questions about any of the terms outlined, contact the person who made your verbal offer. Remember, the offer letter is considered a signed agreement and the terms should be as you discussed with the Galileo team.

## **Where do I access my online paperwork and other onboarding tasks?**

Within 2 business days of accepting your offer letter, we will send you an email with a link to access and complete your onboarding. You will access your onboarding tasks and track completion through the Galileo Onboarding Portal, which will include instructions and due dates for each required task.

## **What tasks are included in onboarding?**

The typical set of onboarding tasks are:

- Form W-4: Provides Galileo with your income tax preferences, and lets us know how much to withhold from each paycheck. This form is required annually so that we can set you up in our Payroll system and issue your pay.
- Form I-9: Verifies your eligibility for employment in the United States, and essentially confirms that you are who you say you are.
- CPR & First Aid certification: This certification will be required for all staff, we'll provide further information on how to complete this during your onboarding.
- Onboarding form: This one is a little more obvious once you start filling it out. We'll ask for basic info like your t-shirt size so we can order your camp shirts and emergency contact info.
- Payroll form: Provides our People Services team with further information to set you up in our Payroll system so they can issue your pay.
- Background check authorization: This is a required step of the hiring process, and it helps to keep you and your campers safe.
- Documents to read: Regionally required notifications, including company policy requirements and information as a Galileo employee.

*Note:* Depending on your site, age and role, you may have some additional tasks to complete. You will only need to complete additional tasks if assigned in the Galileo Onboarding Portal, where you will be provided instructions and due dates.

## **How do I prepare for staff training?**

Your training will include a combination of online training tailored to your role and in-person training with your Camp Director at your camp location, or if you are a Substitute staffer, whichever camp location you are assigned to for set up days. You can expect to receive access to your online training two weeks before your start date; before then, the best way to prepare is to complete your onboarding tasks, and to get excited!