



Welcome to BluShark Digital!

Introduction

We are so excited to welcome you to the BluShark Digital team! This will be your guide on what to expect during the onboarding process, and what to complete prior to your first day.

Our Core Values:

- OWN IT
- GO FOR GROWTH
- SUCCEED TOGETHER

TO-DO

Documents to complete prior to your start date



- W4
- Direct Deposit
- State Tax Form (if applicable)
- Company NDA
- Employee Handbook
- Media Release

- Emergency Contact
- I-9 - Please send scanned copies of your chosen forms of identification and authorization to hr@blusharkdigital.com **prior to your first day**

Additional Forms

- **Onboarding Survey** - The onboarding survey is a chance for our team to get to know you better! This is where you'll also upload your headshot to be used on our website, please select a photo in professional/business casual clothing from the shoulders up, and please refrain from pictures with sunglasses or hats.
- **Technology Form** - The technology form will list all work equipment you'd like to select to be shipped prior to your start date. If you do not require equipment you may state that in the form.

What to Expect

Please complete all forms **at least 3 days prior to your start date**. A member of our team will be in touch before your start date with your BluShark email credentials, orientation, and first day information. Your orientation will be scheduled the morning of your start date. After orientation is completed, you will meet with your team to begin training.

If you have any additional questions please email: hr@blusharkdigital.com