

VIP Onboarding from Mortgage Equity Partners

At Mortgage Equity Partners, we understand the transition process isn't always easy. That's why we've created a unique onboarding experience so that you can start doing what you do best. Besides answering questions regarding the application, benefits, background check and transition process, your Onboarding Specialist will work as your liaison between Human Resources, IT, Marketing and Training. **Your success is paramount to us, and there is nothing more important to the entire organization than your successful start at MEP!**

In addition, your Onboarding Specialist will be with you on your first day to make sure you have all the tools and resources you need to be successful. Here are just some of the items you can expect:

- Complete new hire paperwork
- Introduction to your new team members
- Review of branch personnel and company Org Chart
- Assist in transferring license via NMLS
- Test all hardware with IT dept
- Assist with system set up (check User ID's / Passwords)
- Set up voicemail, email and email signature
- Sync smart phone / email
- Obtain branch access: building/office key, parking, etc.
- Participate in Benefits Overview with HR
- Enroll in Direct Deposit / Select health benefits and 401k
- Schedule Encompass training
- Introduction to Marketing for review of MEP tech stack and enrollment in all marketing tools and social media persona with our social media team

Your Onboarding Specialist will be in contact daily during your first week to go over additional resources, ensuring all systems are functional and to help map out your 30-day transition plan. You can always contact your Onboarding Specialist at any time to answer any additional questions, as we want to make sure you're thriving!

