

HOW IT WORKS: Lifeworks Employment Process

Welcome to Lifeworks! We want to make your employment process as easy as possible. After submitting your employment request form to Lifeworks, follow the steps below. Please note that steps must be completed in order.



1 Now that Lifeworks has received your completed employment request form, we will email you the required hiring paperwork through our secure online document service, DocuSign.



2 You complete the required hiring paperwork via DocuSign.



3 A second signer views and uploads valid IDs and/or documentation into DocuSign and completes the I-9 form. Once uploaded, Lifeworks receives an email alerting us that this step has been completed.



4 Lifeworks requests a background study on your behalf with the Minnesota Department of Human Services (DHS).



5 Lifeworks emails you with instructions for completing the background study and the DHS vendor, IDEMIA/Identigo, emails you to begin the pre-enrollment process.



6 You schedule a fingerprinting appointment within 14 days of receiving the background study instructions from Lifeworks.



7 DHS processes your background study.



8 DHS notifies Lifeworks of the background study results.



9 After passing the background study, Lifeworks follows up with you via email to complete the final documents. Once all required paperwork is submitted, you are ready to begin training or work.

We're here for you! If you have questions, please do not hesitate to contact us:

651-454-2732 | gethired@lifeworks.org