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[CHICK-FIL-A TRAINING CENTER >](#)

# Workstream Launch Checklist

## COMPANY SETTINGS

- [Review and edit career page](#)
- [Configure roles and permissions](#)
- [Add users with appropriate roles and permissions](#)
- [Add tax entities](#)
- [Review and edit position templates](#)
- [Review and edit hiring process templates](#)
- [Connect Indeed Employer account](#)

## JOB POSTINGS

- [Add information into the Compensation & Benefits section](#)
- [Review job description](#)
- [Tailor hiring processes and application](#)
- [Edit automated messages](#)
- [Review and configure details in the Scheduling Stage\(s\)](#)
- [Enable and translate job postings in Spanish \(if applicable\)](#)
- [Build and manage job postings](#)
- [Publish job listings \(other applicant tracking systems/job board listings must be turned OFF before going live\)](#)
- [Utilize text-to-apply posters \(download QR code and upload to "The Studio"\)](#)

## SCHEDULING

- [Build out interview availability](#)
- [Configure calendar settings](#)

## ACCOUNT SETTINGS

- [Configure preferred notification settings](#)
- [Connect Google or Outlook Calendar \(if applicable\)](#)
- [Download mobile app](#)

## APPLICANTS

- [Review and engage with applicants](#)
- [Mark applicants as hired](#)

## ONBOARDING

- [Integrate Chick-fil-A Vendor Bridge](#)
- [Build an onboarding process \(include the Chick-fil-A HR/Payroll module\)](#)
- [Upload Company Documents to an onboarding process\(es\)](#)
- [Integrate WOTC \(if applicable\)](#)
- [Integrate E-Verify \(if applicable\)](#)
- [Take the E-Verify quiz \(if applicable\)](#)
- [Manage employees in onboarding](#)

## TEAM MANAGEMENT

- [Navigate and review Team Records](#)
- [Import existing team members \(if applicable\)](#)
- [Manage and upload documents for team members \(if applicable\)](#)
- [Overview of Document and Signature management \(if applicable\)](#)