Return Instructor Onboarding

The onboarding steps have been updated and moved to epic employee this season so they will look a little different on your end! Please take care and read through the emails that have been sent from peopleconnect@vailresorts.com so these tasks can be completed successfully in Epic Employee.

Below is an example of the first email and there will also be a second email with the default password.

Welcome back! We are excited to have you return to the Vail Resorts team. Before you can begin your Experience of a Lifetime, we have some preboarding activities to get started. Doing this work right away gets you even closer to aligning who you are with what you do.

To get started you can access <u>EpicEmployee</u>, your gateway to everything you need as an employee at Vail Resorts. This login is different from the Alumni EpicEmployee site.

- Click the Onboarding Login button
- · Your username is the email address where this notification was sent.

 Your password can be found in a separate email from peopleconnect@vailresorts.com. You will be asked to change your password the first time you log in. If you can't find that email, don't worry! You can always use the forgot password feature on the login page to reset your password.

Look for My Tasks in EpicEmployee to complete your preboarding activities. Additionally, you can view your complete onboarding journey by clicking on My Requests. If your plans have changed and you do not intend to return for this season, you may notify us by cancelling your onboarding event. To do this, click on My Requests, Open your Onboarding Event, and click on the actions button to request your event be cancelled.

Once logged in, if you are having trouble you can click this link to ask for assistance or contact our People Connect team at the details below.

Email: PeopleConnect@VailResorts.com Phone (U.S.): 303-404-1900 Phone (CAN): 604-938-7878

We are excited to have you join our exceptional team!

Vail Resorts Human Resources

Pre-hire and preboarding tasks (except for the Legion schedule availability task, you do not need to do this as you have already given you dates in the intent to return form you completed, and the snow school does not schedule in Legion) will need to be completed before you can be hired in November.

When the background check has been authorized, you will receive an email from <u>clientservices@verifiedcredentials.com</u> with the next steps. See below for guide on how to input your information. Please note it can take up to 14 days for the background check to process.

VAILRESORTS

Enter Social Insurance number here	FIRST NAME *	MIDDLE NAME *	LAST NAME *
	Муга	Susan	Roebig Holmes
	EMAIL ADDRESS *	I certify that I do not have a middle name	
	myrarholmes@outlook.com		
	SOCIAL SECURITY NUMBER *	NATIONAL ID	
	200.00.000	Enter your National ID	Leave Blank
	Enter your Social Security Number OR National	Enter your National ID.	~
	ID.	Required if you do not have a SSN	
	DATE OF BIRTH *		
	MM/BD/YYYYY]	
	Enter your date of birth.		
	U.S. DRIVER'S LICENSE NUMBER *	STATE ISSUED *	
		Choose State	
ect you do not have S drives license	Enter your driver's license number.	Select a State.	
	I certify that I do not have a U.S. driver's license		
itch to Canada 🗕	PHONE NUMBER *		
	-> (201) 555-0123]	
	Enter the phone number we can call you at.		

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If you are a returner to snow school and have not received emails from <u>peopleconnect@vailresorts.com</u> to complete your preboarding in Epic Employee please reach out to your manager.

Privates - Carla Areny: CAreny@vailresorts.com & Anna Boyd: Aboyd2@vailresorts.com

Ultimate Groups Base and Alpine- Paul Sauve: Psauve@vailresorts.com

ExCan, Adaptive, Corporates, The Camp Nadio Hachey - nhachey@vailresorts.com

Alpine Clubs, GAP and Instructor Certification Programs - Dick Nott: rpnott@vailresorts.com

Whistler Kids and Teens - Hannah Bostrom: Hannah.K.Bostrom@vailresorts.com

Blackcomb Kids - Paul Shimizu: Pshimizu@vailresorts.com

Creekside Kids - Sarah Harrison: Sbharrison@vailresorts.com

Schools on Snow and Base 2 Club - Leilla Phillipson: Leila.Phillipson@vailresorts.com