

Captain D's Click and Hire Online Onboarding Paperwork Process

The Captain D's Onboarding process is done through Talx. Once the candidate is moved to the step of Hired, their data is uploaded and sent over to Talx. In Talx will generate an email similar to the one below that goes out to the candidate. There isn't any interaction through Click and Hire and support for the New Hire packet is done through Captain D's via the store Manager.

Online Onboarding Email

humanresources@captainds.com

[mm/dd/yyyy 00:00 am/pm]

[Candidate name]:

Congratulations on your new position with Captain D's! The first step in your employment is to complete all required new hire documents. To begin, please click on the link in this email and use the Login ID and password provided to access the Captain D's Employment Center. Please complete all new hire documents prior to your first day of employment to ensure a smooth on-boarding experience and a successful transition to Captain D's.

Go to the: [Captain D's Employment Center](#)

This website requires you to enable pop-up windows. If you experience trouble with the hyperlink, you may copy and paste the following url into your browser's address bar.

<https://hrx.talx.com/EmploymentCenter/default.aspx?divisionid=55>

Use the following Login ID and password for authentication:

Login ID : [xxxxxx]

Password : The 10 digit phone number you provided on your application (i.e. if your phone number was 222-333-4444 then type 2223334444 as your password)

Once logged into the Captain D's Employment Center, you should plan on spending about 20 to 30 minutes to complete all of the new hire documents. Start by clicking the "Get Started" button. The last document is named "Final Instructions", please make sure to complete the entire package.

Please read the instructions at the top of each page carefully. You will need to read and electronically initial each form, designating that you have read and/or agree with each of the documents. Your initials indicate that you accept each of the terms and conditions of employment with Captain D's. Should you experience difficulty in accessing this site, please contact your manager.

Thank you!


**** This is an automated message. Do not reply to this email. Please contact your hiring manager. ****

*****NOTE:** *There isn't any Click and Hire support for the Onboarding Paperwork process. Please refer the candidate to the store manager if they are experiencing an issue with logging into the link provided with the information they were given.*

Captain D's Online Employment Center Login

1. Enter username and password (telephone number) previously provided in the email received
2. If unable to log in, contact Captain D's at humanresources@captainDs.com or the store manager for assistance.

Employment Center



Employment Center

Welcome to the Employment Center

- Your Login ID was provided in your email invitation.
- Password is the phone number you provided on your application.

If you have difficulty logging into this system, please contact the General Manager at the restaurant in which you were hired or email humanresources@captainDs.com

To begin, enter your Login ID and Password.
* Required field

* Login ID:

* Password:

Please enter your Login ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

[More about security](#)
[Minimum requirements](#)

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