Step 1: Review and Accept Your Offer Letter

Please make sure you have reviewed and signed your offer letter to begin your onboarding process.

Step 2: Complete Your YES Prep New Hire Tasks via Jobvite

Once you’ve signed your offer letter, you should receive an email within two business days from Jobvite.com with a link to access your onboarding portal. Please complete all required forms within 48 hours of receiving your onboarding email. You will need all forms and actions to be completed for our team to move on to the next steps.

If you are having issues locating your Jobvite onboarding email, please search for “YES Prep Public Schools Onboarding”. If you are still having issues logging into your account, please email talent@yesprep.org.

Step 3: Schedule and Complete Your Fingerprint Appointment

The State Board for Educator Certification (SBEC) requires all applicants to submit fingerprints for a national criminal history background check. Fingerprinting is a three-step process that must be done in the state of Texas.

I. Complete your background authorization form on Jobvite.
II. Schedule your fingerprint appointment- within 48 hours of completing your Jobvite task, you should receive an email from IdentoGo to schedule your fingerprint appointment.
III. Go to your appointment.

Additional Notes:

- If you are trying to schedule a fingerprinting appointment and are having trouble finding a location close to you, please branch out to further locations. All educators across Houston are trying to schedule appointments so you may have to travel a little further to find a location that can get you in sooner.
- Be sure to schedule your appointment as soon as possible to prevent any delays. If you are having issues locating your IdentoGo email, please search for “nobody@uemail.IdentoGo.com”. If you are still unable to find the email, please contact us at talent@yesprep.org.
- For new hires coming from out of state, please note that you must be fingerprinted in the state of Texas. If you’re coming from out of town, please make arrangements to come to Texas no later than June 7th, 2024, to fulfill this requirement. This will ensure that we are able to receive your results prior to summer programming.

Step 4: Book Your I-9 appointment

As part of onboarding, you will need to schedule an I-9 appointment with the Talent team to verify your eligibility to work in the U.S.

Please follow instructions in your onboarding packet and review the List of Acceptable Documents prior to your I-9 appointment.
We only accept physical and original documents, no digital or printout copies will be accepted. Failure to present original documents during your appointment will result in your appointment being rescheduled.

Click HERE to book your I-9 appointment.

**Step 5: Submit Your Official Transcripts**

Due to state education requirements, instructional staff must submit an official bachelor’s transcript with a degree conferred.

Please request your university/college send your official bachelor’s transcript to employeetranscripts@yesprep.org or if your institution cannot send the transcript electronically they can mail them to:

Attn: Talent Team

5455 South Loop East Fwy.

Houston, Texas 77033

Additional Notes:

- Please know that your transcript must be official and say, “Degree Awarded or Degree Conferred.”
- We will be requesting your bachelor’s degree even if you have a master’s.
- If you have an out-of-country degree, it must be verified from companies from this list provided by TEA.

If you have any further questions or concerns, please email talent@yesprep.org

**Step 6: Receive First Day Ready Email**

Congratulations! You have officially completed all of your onboarding tasks. Be on the lookout for your First Day Ready email. You should receive this email no later than the Thursday before your start date.

If you have not received this email one day prior to your start date, please email talent@yesprep.org.