

# Initial Employment Forms

1. To create an initial employment form for a new employee, select “New Initial Employment Form” under the Employee Forms tab on the agency portal dashboard.

The screenshot shows a dashboard with a header 'Dashboard' and several menu categories:

- People**: Users, Current Employees
- Applications**: Applications, New Session Application, New Challenge Application, New Offsite Academy Application, New Challenge Online Academy Application, Grades
- Employee Forms**: Employment Forms, **New Initial Employment Form** (highlighted), New Separation/Change in Status Form, Employee Certification Search *publicly viewable*
- Training**: POST Training Rosters, Add MTRS Group Training, School Certification Applications, In-Service Calendar Advertisements
- Job Postings**: Manage Job Postings, Job Postings *publicly viewable*
- Reports**: Agency Active Certifications, Active Instructor Certifications, Expiring Instructor Certifications, Employee Decertification Search *publicly viewable*, MTRS Compliance, K-9 Certification Search *publicly viewable*

2. If they are brand new to Idaho law enforcement or you do not know their POST ID number input their first name, last name, and date of birth and select search. If you do know their POST ID #, input that, then select search.

## Initial Employment Form

This form must be completed and submitted within fifteen (15) days of employment or change in status.

The search interface is divided into two main sections:

- Don't Have a POST ID or if Unsure**: Includes input fields for First Name (with dropdowns: Starts, Equals, Contains), Last Name (with dropdowns: Starts, Equals, Contains), and Date Of Birth. Example values: Jane, Doe, 01/31/1995. A Search button is present.
- Existing POST ID**: Includes a POST ID input field with a dropdown icon and a Search button. Example value: JA31-30.

3. The list will show any individual who match the search criteria and had been at one point employed by any of the different Idaho law enforcement agencies. If an individual has never been employed by an agency, they will not be listed and must create a POST ID. Select the blue box “Employee Not Listed” to open the new form.
  - a. If your new employee has been employed by any Idaho law enforcement agency it will display their name. Verify that is the correct person and select their name in the dark gray box to create the initial employment form.



## Initial Employment Form

This form must be completed and submitted within fifteen (15) days of employment or change in status.

### 1 Employee(s) Found

Please select from the employees below or choose "Employee Not Listed" to proceed to the Initial Employment Form with a new employee.

[Employee Not Listed](#)

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Jane Doe

POST ID: JA31-30  
Birth Date: 01/31/1995

4. The new employee form must have each box entered and accurate. Please review the application carefully before submittal.
  - a. If the applicant does NOT have a middle name, please make a note in the comment section. POST will reject applications that do not clarify or list the middle name.
  - b. Please use the agency email and phone number if they have been assigned. If not, submit the applicant personal email and phone number as this information may be updated in the future.
  - c. The suffix must match the format on the birth certificate. (Example: Jr., 2nd, II)
  - d. Please list the maiden name found on the birth certificate in the "Other Names Used" box. Nicknames are not required to be listed.

Legal First Name	Middle Name	Last Name	Suffix	Other Names Used
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doe"/>	<input type="text"/>	<input type="text"/>
Sex	Ethnicity	DOB	SSN	
<input type="text" value="Female"/>	<input type="text" value="Hispanic"/>	<input type="text" value="01/31/1995"/>	<input type="text" value="*****"/>	
Home Mailing Address	City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail (agency e-mail preferred)	Primary Phone	Cell Phone	Work Phone	Ext.
<input type="text"/>	<input type="text" value="###.###.####"/>	<input type="text" value="###.###.####"/>	<input type="text" value="###.###.####"/>	<input type="text"/>
	POST ID	Drivers License	DL State	
	<input type="text" value="JA31-30"/>	<input type="text" value="DL123456789"/>	<input type="text" value="Idaho"/>	

5. Once the information is submitted, save the form, and submit to POST.



6. If the form gets rejected, you can find them listed under the “Employment Forms” tab on the agency dashboard.

<b>People</b> <a href="#">Users</a> <a href="#">Current Employees</a>	<b>Employee Forms</b> <a href="#">Employment Forms</a> <a href="#">New Initial Employment Form</a> <a href="#">New Separation/Change in Status Form</a> <a href="#">Employee Certification Search</a> <i>publicly viewable</i>	<b>Job Postings</b> <a href="#">Manage Job Postings</a> <a href="#">Job Postings</a> <i>publicly viewable</i>
<b>Applications</b> <a href="#">Applications</a> <a href="#">New Session Application</a> <a href="#">New Challenge Application</a> <a href="#">New Offsite Academy Application</a> <a href="#">New Challenge Online Academy Application</a> <a href="#">Grades</a>	<b>Training</b> <a href="#">POST Training Rosters</a> <a href="#">School Certification Applications</a> <a href="#">In-Service Calendar Advertisements</a>	<b>Reports</b> <a href="#">Agency Active Certifications</a> <a href="#">Active Instructor Certifications</a> <a href="#">Expiring Instructor Certifications</a> <a href="#">Employee Decertification Search</a> <i>publicly viewable</i> <a href="#">K-9 Certification Search</a> <i>publicly viewable</i>

7. To view the forms, select the filters that match your intended search. If you cannot see your filters, select either icon circled in red.

The screenshot shows the 'Employment Forms' dashboard. At the top right, there is a search bar with a magnifying glass icon and a '+ New' button, both circled in red. Below the search bar, the breadcrumb 'Dashboard / Employment Forms' is visible. The main heading is 'Employment Forms', with a dropdown arrow icon circled in red to its right. Underneath, there are two tabs: 'Initial Employment Forms' (selected) and 'Change Employment Forms'. The 'Initial Employment Forms' tab contains a search filter interface with the following fields:
 

- First Name: Starts With [dropdown] Created: [dropdown] On: [dropdown]
- Last Name: Starts With [dropdown] Submitted: [dropdown] On: [dropdown]
- POST ID: Starts With [dropdown] Approved: [dropdown] After: [dropdown]

 The 'Assignment' section has a list of checkboxes:
 

- Agency (unsubmitted)
- POST (Pending Approval)
- POST (Approved)
- Agency (POST Rejected)

 At the bottom right of the filter area are 'Reset' and 'Search' buttons. Below the filter area, the text 'No results found' is displayed.

For more POST Tutorials please see our website <https://post.idaho.gov/tutorials/>

