



Welcome to the EPIC Nation

We're so glad you've decided to become part of the CPK family. We look forward to seeing you again on your Orientation Day! A few things to set you-up for success on Orientation Day:

- ❑ Check your email for a message from People Services, which has your initial log-in to Calibrate. Calibrate is our internal portal, where you will go to find important information throughout your tenure at CPK, and where you will log-on to complete your Pre-orientation paperwork.
- ❑ Log-on to **Calibrate** and complete your Pre-orientation paperwork before your scheduled orientation time. See directions below. This step will take you less than an hour, but we will go ahead and add an hour to your paycheck for completing this step ahead of time, on your own time. If you finish your Pre-orientation work at the restaurant during your orientation time, you will only get paid for your time spent at the restaurant, without the additional hour.
- ❑ On Orientation Day, bring one or two forms of ID(s) for your Form I-9. Please see back side for the list of acceptable forms of IDs.
- ❑ Be sure the ID(s) you bring is/are not expired.

calibrate



Connect to the heart of CPK on Calibrate, where you will: fill out your pre-orientation paperwork, hear from our leaders and start checking out all the exciting things going on in our company.

<https://calibrate.cpk.com>

LOGIN: Check your email for a message from People Services
PW: Check your email for a message from People Services

In Calibrate, you'll have the ability to choose your language preference (English or Spanish), so not only will the site be in that language, but so will the New Hire Forms and acknowledgements you sign as well.

GETTING STARTED



After acknowledging a few notices that our lawyers make you sign, you'll be in what we call the Pre-Boarding Hub. We encourage you to check it out, look around, and get even more excited about the choice you made to join the CPK team.



The next important step is to complete your Preboarding Information (see the Palm icon). Click in this section and follow the prompts.

The rest of this section is pretty self-explanatory. You'll be asked to provide your personal information, which we will use to create your CPK personnel records.

BE PART OF THE CONVERSATION

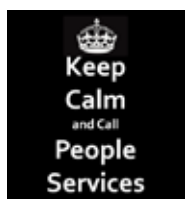


We are passionate individuals committed to inspiring others by bringing California creativity to every meal. And you'll see this passion, inspiration, and creativity in everything we do. Now that you're part of our journey, we can't wait to hear your story, and how your story unfolds in our next chapter.



We encourage you to be part of the conversation and you can do so by clicking on the News and Social Media Link (see the Palm icon)

GOT QUESTIONS?



Remember, you're part of the Epic Nation now, and we like to say that no one should feel like they're on their own island. If you have any questions, concerns, or really just want to chat to tell us how excited you are to be a part of the family, give our People Services Team a call. We're here for you!

Phone: 310.342.4772

Email: peopleservices@cpk.com

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<ol style="list-style-type: none"> 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 		<ol style="list-style-type: none"> 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 		<ol style="list-style-type: none"> 2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
<ol style="list-style-type: none"> 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 		<ol style="list-style-type: none"> 3. School ID card with a photograph 		<ol style="list-style-type: none"> 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
<ol style="list-style-type: none"> 4. Employment Authorization Document that contains a photograph (Form I-766) 		<ol style="list-style-type: none"> 4. Voter's registration card 		<ol style="list-style-type: none"> 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
<ol style="list-style-type: none"> 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 		<ol style="list-style-type: none"> 5. U.S. Military card or draft record 		<ol style="list-style-type: none"> 5. Native American tribal document
<ol style="list-style-type: none"> 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 6. Military dependent's ID card 		<ol style="list-style-type: none"> 6. U.S. Citizen ID Card (Form I-197)
		For persons under age 18 who are unable to present a document listed above:		<ol style="list-style-type: none"> 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		<ol style="list-style-type: none"> 7. U.S. Coast Guard Merchant Mariner Card 		<ol style="list-style-type: none"> 8. Employment authorization document issued by the Department of Homeland Security
		<ol style="list-style-type: none"> 8. Native American tribal document 		
		<ol style="list-style-type: none"> 9. Driver's license issued by a Canadian government authority 		
		<ol style="list-style-type: none"> 10. School record or report card 		
		<ol style="list-style-type: none"> 11. Clinic, doctor, or hospital record 		
		<ol style="list-style-type: none"> 12. Day-care or nursery school record 		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.