

Easy Steps to Joining the Encore Program with ESI



Before You Begin

You must have an official retirement date set with ASRS and have met with your employer regarding retirement options.

1

Create a Participant Profile in the Encore Marketplace if you are considering returning to work after retirement.



Visit [ESIEncore.com](https://www.esiencore.com)

- Use a personal email address
- You will receive an email titled “ESI Encore - Confirm Your Email”
- Click “Confirm Your Email”
- Complete your profile
- Upload your credentials and fingerprint clearance card (if required) now to speed up the process
- Additional documents (like a resume) are optional but recommended if you’re seeking a position with a new organization



You may proceed with the following steps once you know your official retirement date with ASRS.

2

Over age 59 1/2

- If you are an ASRS retiree over the age of 59 ½, and you intend to continue working in your same position, you do not have to search for a position. Your organization will match your profile to your existing position.
- You will receive an email titled “ESI Encore - Organization Interested in You” when your organization enters your position and selects you for the position.

Under age 59 ½ or seeking new position



- Search for positions in the Encore Marketplace.
- If you do not find a suitable position, check back later—new positions are added regularly.
- When you find a position that matches your interests and qualifications, click “Show Interest.”
- This notifies the organization to review your profile.

3

Match Approval



If the organization approves the match, you will receive an email prompting you to complete a full employment application in ESI’s system. To participate in the Encore Program, you will become an ESI employee.

(Continued on next page.)

4

Complete the ESI Employment Application



- Click the link in the email titled “*ESI Encore - Organization Interested in You*” and it will take you to the ESI application.
- Use the same personal email address used to create your Encore profile.
- Complete all required screening questions.

5

Submit Required Employment Documents



These can be [uploaded](#) or presented in-person:

- Valid IVP Fingerprint Clearance Card (required for all school-based positions) [More info »](#)
- Position-specific credentials

It is a federal requirement to present these documents in-person to ESI OR over a live video conference, scheduled with ESI:

- [E-Verify/I-9 Acceptable Documents](#)
- Required to verify U.S. employment eligibility
- We'll provide detailed instructions when you get to this step.

6

Complete Background Check Online



You will receive an email from DISA with the subject line, “Background Authorization Request from Educational Services, LLC (ESI)”. We’re screening for criminal history, not a credit check. This is independent of the IVP Card. Our concern is the safety of the students and communities we serve.

7

Complete New Hire Onboarding Forms online



If you've been approved for hire, you'll receive an email with the subject line, “ACTION REQUIRED: New Hire Forms for ESI”.

- Register as a new user.
- Fill out tax withholding, direct deposit, emergency contact info, and other important employment forms.

8

Receive e-mail confirmation once you have completed the hiring process



9

Sign offer letter via electronic signature



10

Get to work on your approved start date!



encore

A Retiree Program by **esi**

Questions?

Contact encore@esiworkforce.com

or call 480-719-3271 or 844-614-7784.