

Onboarding Checklist



Within three (3) days of accepting your offer.

- 1. Schedule your Onboarding Appointment using the link in your Welcome Email or the Onboarding Information website.
- 2. Submit your HireRight Background Check.
- 3. Complete and submit your Occupational Health forms via DocuSign
- 4. Complete and submit your Credentialing Application (if applicable).

Bring to your appointment.

- I-9 Documents
 - List A
 - OR
 - List B AND List C
- Account & Routing Numbers for your Direct Deposit account.
 - Direct Deposit Form from your bank
 - OR
 - Voided Check
 - OR
 - Have the numbers available to complete a blank direct deposit form.
- Certification Cards (if applicable).
 - AHA Basic Life Support
 - Crisis Prevention Institute (CPI) certification
 - AHA Heartsaver First Aid
- If requested by Occupational Health, documentation of vaccinations or TB lab results.