

Onboarding Checklist

Candidate:	
Position Title:	Position #:
RE #:	Hire Type:
Supervisor:	Start Date:

OFFER PREPARATION

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Initiate Hiring Proposal |
| <input type="checkbox"/> | Collect Nepotism Approval, if applicable |
| <input type="checkbox"/> | Complete Education and Experience Calculator and submit Hiring Proposal in IES |
| <input type="checkbox"/> | Receive approved Hiring Proposal from Career Employment office |

OFFER

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Create Contingent Offer Letter |
| <input type="checkbox"/> | Share Exceptional Benefits Summary Sheet |
| <input type="checkbox"/> | Make verbal offer |
| <input type="checkbox"/> | If time is needed to consider offer, schedule follow-up discussion |
| <input type="checkbox"/> | If offer is accepted, discuss next steps, PES, and Employee Health appointment |

ONBOARDING PREPARATION - INITIAL STEPS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Initiate PES, if applicable |
| <input type="checkbox"/> | Collect signed Contingent Offer Letter |
| <input type="checkbox"/> | Schedule campus visit (on day of PES, if possible) |
| <input type="checkbox"/> | Provide candidate directions, locations, and parking information |
| <input type="checkbox"/> | Remind candidate of needed documentation (documents for I-9, immunizations) |
| <input type="checkbox"/> | Prepare for registration for campus NEO and UK HealthCare NEO |

CAMPUS VISIT

<input type="checkbox"/>	Ensure candidate completes IT Security Access Form for IT Security
<input type="checkbox"/>	Ensure candidate completes I-9 packet
<input type="checkbox"/>	Ensure candidate completes Health Services Employee Compliance Form
<input type="checkbox"/>	Provide instructions regarding completion of direct deposit and tax forms on myUK
<input type="checkbox"/>	Provide department-specific New Employee Packet
<input type="checkbox"/>	Provide address where to park for UKHC NEO, if applicable (NEO is conducted online)

ONBOARDING PREPARATION - FINAL STEPS

<input type="checkbox"/>	Register for UKHC NEO
<input type="checkbox"/>	Confirm receipt of PES Viable Candidate email
<input type="checkbox"/>	Complete PAR information worksheet with required documents attached
<input type="checkbox"/>	Create employee file (see Personnel File Checklist)
<input type="checkbox"/>	Send PAR to WFM to receive employee ID number and LinkBlue
<input type="checkbox"/>	Submit IT Security Access Form
<input type="checkbox"/>	Complete (except for employee signature) ID Badge Application for ID Office/Security
<input type="checkbox"/>	Prepare employee work station

ORIENTATION/ONBOARDING

<input type="checkbox"/>	Ensure the employee knows appropriate parking for their work location
<input type="checkbox"/>	Answer questions about first day with department
<input type="checkbox"/>	Escort new hire to UKHC ID Office/Security on the first day with your department
<input type="checkbox"/>	Plan ahead for any additional job-specific classes or training

Acronyms

<i>IES - Integrated Employment</i>	<i>PES - Pre-Employment Screening</i>
<i>System NEO - New Employee</i>	<i>UKHC - UK HealthCare</i>
<i>Orientation PAR - Payroll</i>	<i>WFM - Workforce Management</i>
<i>Authorization Record</i>	

Contact Information

Career Employment: (859)
257-9555, option 2
Workforce Management:
(859) 323-5566