

# 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

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