

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

Contact Information

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