

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 Orientation</i>	<i>UKHC – UK HealthCare</i>
<i>PAR – Payroll Authorization Record</i>	<i>WFM – Workforce Management</i>

Contact Information

Career Employment:
(859) 257-9555, option 2

Workforce Management:
(859) 323-5566