

**STEPS TO BE COMPLETED BY THE WEDNESDAY BEFORE YOUR ORIENTATION:**

- SCHEDULE HEALTH SCREEN**
  
- SIGN AND SUBMIT BACKGROUND CHECK AUTHORIZATION**
  
- COMPLETE ELECTRONIC NEW HIRE PAPERWORK**
  
- EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)**
  
- DOCUMENTS TO BRING TO HUMAN RESOURCES**
  
- EMPLOYEE BADGE PICTURE**
  
- REVIEW NEW HIRE ORIENTATION INFORMATION**