

Onboarding Checklist

We've provided a checklist below to assist you in preparing for your first pre-employment screening.

Please print and complete each document in its entirety. Bring all items with you to your first appointment and provide to Human Resources. Use this sheet as a checklist to ensure you have completed all documents and are prepared for your first appointment.

Please note that any lacking information will delay the onboarding process and potentially postpone your date of hire.

- 1. Confidential Employee Demographics
- 2. Consent to Pre-Employment Testing
- 3. I-9
- 4. W-4
- 5. West Virginia Employee's Withholding Exemption Certificate (State tax form for WV residents) or West Virginia Certificate of Nonresidence (Tax form for nonresidents)
- 6. Signed Offer letter
- 7. Confidentiality Agreement
- 8. Form(s) of Identification – see last page of I-9 for a list of acceptable documents.
- 9. *Direct Deposit Form - Authorization Agreement of Automated Deposits
- 10. *Voided check (if participating in direct deposit)
- 11. *Educational transcripts, certificates, licensure, etc. if required for your position. (Originals required)
- 12. **Immunization records:** Contact your local Health Department, Educational Institution or family physician. If you have specific questions related to our Immunization records request, please contact our Occupational Health Department at 304.526.2493.
- 13. Review Functional Capacity Info Sheet.
- 14. Read the Cabell Huntington Hospital Dress Code Policy and review corresponding Uniform Color Chart.
- 15. Complete HireRight Background Check. The link to HireRight was forwarded to your email account.

*Complete forms if applicable.