

UVA PHYSICIANS GROUP/SCHOOL OF MEDICINE CHECKLIST

This checklist gives a summary overview of what you must complete before your start date. For more detailed instructions on each step, please review the information on the [New Hire Portal](#) on the [Before You Arrive](#) page

- ☐ Complete HireRight consent form
(This will come via email from HireRight)*
- ☐ Complete Health screening at [UVA-WorkMed](#) at least 10 days before start date – for questions please contact your recruiter
- ☐ Claim employee IDs
 - If you are brand new to UVA, this will be done through an email from Identity@virginia.edu. If you have any prior association with UVA (employee, student, contractor, etc.) you will need to do a password reset via this site: <https://in.virginia.edu/uvalogin>.
- ☐ Login into [Workday](#) and begin onboarding tasks
- ☐ Complete the I-9 form in Workday and [upload documents](#) for the I-9 into Workday
- ☐ For next steps, review the appropriate [Remote Onboarding Guides](#) for either School of Medicine or UPG
- ☐ Complete the process for the COVID-19 Vaccine Requirements (found on Mandatory Processes section of [Before You Arrive](#) page).

*** Please be sure to check your junk mail folders for this email. If Applicant Insight is not able to verify all the necessary information for you to start in your position, HR will reach out to request additional information. This could include license information, education verification, and other items depending on position requirements.**