

MEDICAL CENTER 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 Applicant Insight Background Check consent form (This will come via email from Applicant Insight)*
- Print and fill out the highlighted sections of the [Virginia State Police background check](#) and return to HR
- Complete health screening at least 10 days before start date – for questions please contact recruiter
 - *For on-site appointments, please bring a completed [Employee Health Screening Form](#) and the documentation required on the [Pre-Employment Occupational Health Screening flyer](#) to your appointment.*
 - *For remote screenings, please follow the directions provided by your recruiter.*
- Claim UVA 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 [Remote Onboarding Guides](#) webpage
- 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.**