NEW EMPLOYEE CHECKLIST:  
Before New Employee Orientation (NEO)

Have a conversation with your manager or supervisor (as soon as possible)
Learn critical and time-sensitive information about your new job, your orientation/training schedule, and other requirements. Refer your manager to the New Employee Checklist that was attached to your electronic hire letter email.

☐ 1. Schedule  
☐ Confirm the orientation schedule that is outlined in your hire letter with your manager. Ask if you have additional clinical or departmental orientations to attend. Confirm length, dates, and times.  
☐ Make sure you know when/where to report after the last day of the orientations that are scheduled on your hire letter.  
☐ Ask if your department orientation schedule/location will be different than the “regular” schedule that was discussed at your interview. Onboarding can last as long as 4-6 weeks for some positions so it’s important to understand when your “regular” schedule will begin.

☐ 2. Hire letter  
☐ Ask your manager any questions you may have regarding your hire letter.  
☐ Identify your employment classification. Classification determines the rules of your employment including leave eligibility, benefits eligibility and how you will be paid.  
☐ Understand whether or not your position is governed by a collective bargaining contract (i.e. union contract) and what that means for your role.

☐ 3. First payday  
☐ Learn when you will receive your first pay check, how your pay will be calculated (i.e. salary vs. hourly etc.) and approximately how many hours for which you can expect to be paid based on your first day of work.

☐ 4. Professional Image Policy  
☐ Our Professional Image Policy requires Business Casual Attire (e.g. no blue jeans, tank tops, or flip flops) and excellent personal hygiene. Ask your manager about how the Professional Image Policy will apply to you in your department/role.

Decide how you will get to your first day of New Employee Orientation (NEO)
NEO takes place in the UW Tower Auditorium. Public transit is a great option! Parking in the Tower Garage costs $17/day and is not reimbursable. Note your stall number and pay at the kiosk as you enter the UW Tower via the sky bridge.

→ UW Tower Auditorium: 4333 Brooklyn Ave NE, Seattle, WA 98195

→ Getting to UW Tower:  https://www.washington.edu/facilities/uwtower/gettinghere

Look into your commute options for getting to your ongoing orientation(s) and your regular work schedule
Your commute is a very important part of your life, which is why we want to make sure you find reliable, affordable and enjoyable transportation options that will get you to and from work each day. Note: Transportation products cannot be purchased until after employment begins.

→ Read about your UW transportation options:  https://transportation.uw.edu/information-new-employees
Prepare for UW Medicine New Employee Orientation

Please arrive between 7:00am - 7:45am for check-in and registration.
The formal program will begin at 8:00am and concludes with a resource fair from 4:00 - 4:30pm.
Photographs for employee ID badges will be taken on site between 7:00 and 8:00am and badges will be distributed at the end of the day.
Light refreshments (i.e. coffee, tea, fruit & pastries) will be available all morning.
*Boxed lunches will be provided for all new employees during the lunch break.* A vegetarian option will be available. If you have other dietary restrictions, please bring your lunch. We can provide access to a refrigerator and microwave.
The UW Medicine Professional Image Policy requires Business Casual Attire (e.g. no blue jeans, tank tops, or flip flops).
If you miss photos in the morning, please work with your supervisor or manager to obtain your badge/Husky Card at your Medical Center’s badging office.

☐ **Bring your hire letter, photo ID, and required documentation for I-9**

☐ **The I-9 Employment Eligibility Verification Form must be completed within 3 days of start date**
You will need to provide proof of your eligibility to work in the United States at NEO. The documents you bring must be unexpired and original (i.e. no photocopies). For a list of acceptable documents, see page 4 of the PDF link below.


☐ **Complete the Employee Health Requirements forms (attached with your hire letter)**
You must provide documentation proving the following dates and immunities within 10 days of hire. Need help? Ask your family members, your doctor, and former employers/school programs (if you have worked in/studied healthcare before).

☐ Hepatitis B ☐ Mumps ☐ Chickenpox ☐ Tuberculosis
☐ Measles ☐ Rubella ☐ Tdap ☐ Influenza

**Learn about your benefit options as soon as possible:**
Almost all Medical Centers employees are eligible for at least retirement benefits starting on their first day of employment. Your official eligibility will be communicated to you via a hardcopy letter from the benefits office that will be sent to the address for you that we have on file. Start learning about your retirement options as soon as possible. Make sure that you understand your deadlines!

→ Benefits information: [https://hr.uw.edu/benefits](https://hr.uw.edu/benefits)

→ Benefits summary PDFs by classification: [http://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/](http://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/)