NEW EMPLOYEE CHECKLIST:  
**to be completed before**

**UW Medicine Day One**

Have a conversation with your manager or supervisor (as soon as possible)
Learn critical and timesensitive information about your new job, your orientation/training schedule, and other requirements.

1. **Schedule**
   - Confirm with your manager the UW Medicine Day One schedule that is outlined in your hire letter. 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.

Your UW Medicine Day One Experience

UW Medicine Day One is a three-part hybrid event combining:
- In-person activities called The Starting Line
- An online New Employee Orientation webinar
- Online Union Orientations

The UW Medicine Day One: Part One, Starting Line takes place at the UW Tower - 4333 Brooklyn Ave NE, Seattle, WA 98195

⇒ Getting to UW Tower: [https://www.washington.edu/facilities/uwtower/gettinghere](https://www.washington.edu/facilities/uwtower/gettinghere)

At The Starting Line you will:
- Complete your I-9 Employment Eligibility Verification
- Take your badge photo
- Receive a New Employee Orientation Guidebook

The UW Medicine Day One: Part Two, New Employee Orientation (NEO) is conducted through UW Zoom video conferencing.
- Your UW Net ID will be used for authentication when you log in
- The NEO webinar log in information will be provided in the Guidebook which you will receive at The Starting Line
- The NEO webinar is a half-day event beginning at 11:30am

Getting to The Starting Line

Public transit is a great option!
The closest parking garage to the UW Tower is located on 12th Ave NE between NE 45th St and NE 43rd St.
The garage entrance is below a pedestrian sky bridge.
- Park in a numbered parking stall located on the 1st and 2nd floors of the garage.
- Take note of the parking stall number
  - The Digital Pay Machines are in two locations:
    ➢ On the 1st floor, by the garage entrance
    ➢ On the 3rd floor next to the pedestrian sky bridge
- Information about rates and other parking locations can be found at [https://transportation.uw.edu/park/visitor/self-serve](https://transportation.uw.edu/park/visitor/self-serve)

UW Medicine

Pre-Day One Checklist  |  Revision: March 1, 2022
How to Prepare for Day One

Part One: The Starting Line - Required Documents

☐ Your hire letter
☐ Photo ID
☐ Required documentation for I-9

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.


Part Two: New Employee Orientation Webinar (NEO)

Your UW Medicine Day One NEO will be a Zoom webinar event. Please be sure you are comfortable as a Zoom user prior to NEO.

☐ Set up your UW NetID
☐ Go to https://washington.zoom.us/join
☐ Use your UW NetID to access your UW Zoom account
☐ Join the NEO webinar following the instructions provided in your NEO Guidebook by 11:30am
  • Please Note: NEO attendance is mandatory for compliance with Joint Commission and Department of Health requirements. If you are unable to attend or if you have technical issues with the Zoom webinar preventing you from attending, please inform UW Medicine Organization Development and Training at odtreg@uw.edu as soon as possible.

Get a Head Start!

Here are a few additional tasks you can do before Day One to help you hit the ground running:

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

Complete the Employee Health Requirements forms (attached with your hire letter)

If you have any of this documentation, please take it to your Employee Health Department 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).

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: http://hr.uw.edu/benefits

Benefits summary PDFs by classification: http://hr.uw.edu/benefits/benefits-orientation/benefit-summary-pdfs/