HCS NEW HIRE CHECKLIST

**FIRST DAY**

**BEFORE YOUR FIRST DAY:**

- Upload Health Certification
- Upload Background Waiver Agreement
- Complete Your Background/Fingerprint
- Upload Voided Check & Complete Direct Deposit Form

**ORIENTATION**

**BRING TO ORIENTATION:**

- I-9 Supporting Documentation
- Paperwork Not Yet Turned In:
  - Official Transcripts
  - Experience Verification
- Be Ready to Smile for Your ID Badge Picture

**HELPFUL INFO**

**ONBOARDING:** preboard-hcde.icims.com

**ACCEPTABLE DOCUMENTATION FOR I-9**

**HR GENERALIST CONTACTS:**
- Kyle Pickett: Pickett_K@HCDE.ORG
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