

New Team Member Printable Onboarding Checklist

Upon Accepting Your Offer		
Step	Additional Information	Done
1. Completed My Clinic Visit		<input type="checkbox"/>
2. Entered Anytime Off Requests	Link on Onboarding Checklist Page	<input type="checkbox"/>
3. Provided T-Shirt Size (Link on Checklist Page)	<input type="checkbox"/> Understand what I can wear during training.	<input type="checkbox"/>
4. Completed Latex Allergy Questionnaire	Link on Onboarding Checklist Page	<input type="checkbox"/>
5. Sent in Vaccination records (Only Required if Illinois Resident)	Directions on the Onboarding Checklist Page	<input type="checkbox"/>

The Week Before You Start		
Step	Key Points	Done
6. Logged on to ADP (Will Receive the link the Wednesday before your start date)	<input type="checkbox"/> Filled in direct deposit information. <input type="checkbox"/> Filled in demographic information.	<input type="checkbox"/>
7. Sent In I-9 Identification	See Checklist Page for Details	<input type="checkbox"/>
8. Reviewed Training Schedule (Will Receive the Wednesday before start date)		<input type="checkbox"/>

Preparing For Orientation		
Step	Key Points	Done
9. Logged into PIC Learning and completed the “Logging into Systems” module	Login information will be sent the Thursday before your start date.	<input type="checkbox"/>
10. Ready for Monday’s Zoom ☺	See Onboarding Checklist for link and details	<input type="checkbox"/>