



New Employee Checklist

Please carefully review and complete the below items. Helpful documents and required policies can also be accessed at www.CircleHealthOnboarding.com at any time.

Before Your Scheduled Start Date

- Offer Letter:** reviewed and offer accepted
- HireRight Email 1:** complete and submit background check forms
- HireRight Email 2:** complete the I-9 form received in email
- Onboarding Documents:** click the link in your offer letter to complete your onboarding documents in the [Healthcare Source](#) platform. *Please log in using the username and password you created to apply*
- Occupational Health Exam:** scheduled by Human Resources within 48 hours
[For your scheduled appointment:](#)
 - Bring proof of TB immunization within 1 year of your hire date
 - Bring proof of flu vaccination
 - Bring a photo ID

On Your First Day

- Bring 2 forms of identification** (acceptable documents are outlined in the I-9 form, see HireRight email 2)
- Direct Deposit with a voided check**
- CPR certification** for all clinicians
- Automobile Coverage** (\$20,000 per incident/\$40,000 aggregate/\$5,000 property coverage) (if applicable – only required for field / on-the-road staff)

Within 30 Days of Orientation Date

- Benefits:** submit all benefits paperwork to Human Resources