

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: schedule by calling 978-937-6363 and attend
[For your scheduled appointment:](#)
 - Bring immunization forms
 - Bring two forms of identification (acceptable documents are outlined in the I-9 form)
 - Bring a voided check or bank authorization form to complete your direct deposit enrollment
- Parking Map: [review](#) for your first day
- Orientation Information: prepare and attend on your scheduled date
More information about orientation can be found [here](#)

During Your First Week

- PeopleSoft: update demographic information and emergency contacts
- Vehicle Tag: acquired the appropriate tag and placed in vehicle
- Remaining Documents: complete and submit any remaining paperwork

Within 30 Days of Orientation Date

- Benefits: submit all benefits paperwork to Human Resources
- Review your personal details in the HRIS system, including address, phone number, demographic information and emergency contact information. You can log into the PeopleSoft HRIS website using your network username and password.