



Wellforce New Hire Checklist

Please carefully review and complete the below items. Helpful documents and required policies can also be accessed at www.WellforceOnboarding.org.

Before Your Scheduled Start Date

- Offer Letter:** review and accept your employment offer
- 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*
 - Direct deposit: submit a voided check or bank authorization form to HR complete your direct deposit enrollment
- Occupational Health Exam:** schedule by calling (617) 636- 5480 and attend
For your scheduled appointment:
 - Bring the outlined immunization forms on the occupational health form

During Your First Week

- I-9 Identification:** bring the proper I-9 identification on your first day
- Submit your voided check / bankers form** to HR if you have not already
- New Hire Orientation:** complete the online orientation process via DocuSign
- Remaining Documents:** complete and submit any remaining paperwork
- Badge ID:** acquire a badge ID and office access pass

Within 30 Days of Orientation Date

- Benefits:** review and submit your benefits selection online