

Onboarding Checklist

- Read Background Check Notice
- Print and Complete the Background Information Disclosure Form and bring to an Onboarding Event
- Print and Complete the OSHA Respirator Medical Evaluation Questionnaire and bring to an Onboarding Event
- Print and Complete the Post Offer Health Evaluation Assessment and bring to an Onboarding Event
- Print and Complete the Employee Consent to Release Records Form and bring to an Onboarding Event
- Print and Complete the Certification Form and bring to an Onboarding Event
- Watch for separate emails (2) containing Workday username and password. Once you've received Workday log in information, log into Workday and complete the following onboarding forms:
 - Form I-9
 - Contact Information
 - Personal Information
 - Drug Free Workplace Policy
 - Veterans Voluntary Self-Identification
 - Voluntary Self-Identification of Disability
- Schedule your pre-employment drug screen and required health work by signing up for an appointment at the RCMH Main Reception Desk.
- Attend Onboarding Event
 - Complete Form I9 with HR Representative
 - Receive benefits packet
 - Turn in Completed Forms
- Sign up for benefits in Workday
- Complete Payroll information in Workday

*All of these items are found on the Pre-Employment Website.