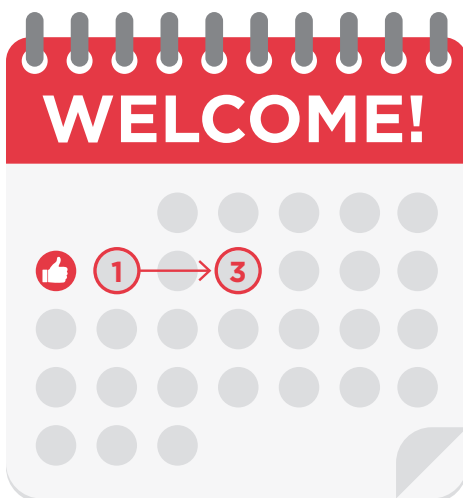


# CHECKLIST FOR NEW TEAM MEMBERS

Welcome to the University of Maryland Medical System (UMMS)! Congratulations on your offer to join the team that is improving the world of medicine and patient care every day throughout Maryland and beyond.

Please follow this checklist carefully to ensure you can begin your position as soon as possible. We can't wait for you to join us!



## Days 1-3 After Acceptance

- 1 Take the Onboarding Tour**

You should have received a link to a new team member Onboarding Tour in your Welcome email. Please complete the tour immediately.
- 2 Complete the Background Check**

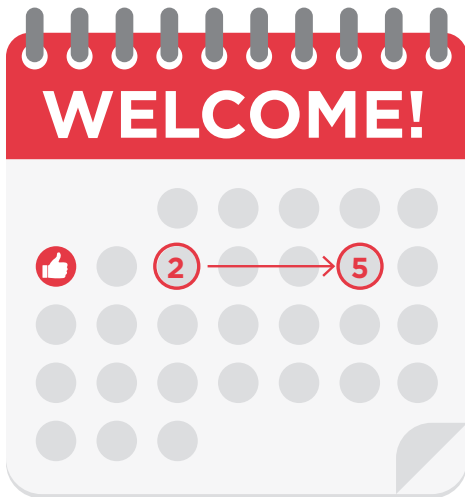
If you have received an email from HireRight, our pre-employment background check vendor, submit the requested information as soon as possible. Note: two references are required and at least one reference must be a current or former supervisor.
- 3 Complete Employee Health Physical Assessment Form**

Please print and complete the Health Questionnaire prior to your employee health screening appointment. You can download the form at [OneUMMS.org/newhire](http://OneUMMS.org/newhire).
- 4 Gather Required Documentation**

Review the list of required documentation and gather these materials now to prevent any delays in starting work. You can find this list online at [OneUMMS.org/newhire](http://OneUMMS.org/newhire).
- 5 Schedule Appointment with Employee Health**

This appointment should be made for you by a human resources representative. At this required screening you will complete your pre-employment health screening, provide a urine sample for a drug test and confirm your vaccination history.
- 6 Schedule Appointment with Human Resources**

This appointment will also be made for you, immediately following your employee health screening. At this required meeting you will present documentation of degrees, licenses or certifications; provide I-9 documents; return your signed offer letter; and take a photo for your ID badge.



## Days 2-5 After Acceptance

### 7 Prepare Required Documentation

Double check that you've gathered the required documentation. Refer to the list of required documentation and bring all of the materials listed with you to your appointments.



## Days 5-7 After Acceptance

### 8 Arrive on Time for Your Employee Health Screening/HR Appointments

- At employee health** you will complete your pre-employment health screening, complete a drug test and confirm your vaccination history. If you arrive more than 10 minutes after your appointment time, we will reschedule your appointment. If you need to reschedule or cancel, please call the Employee Health Department at 410-328-0958.
- At HR** you will present documentation of degrees, licenses or certifications; provide I-9 documents; return your signed offer letter; and take a photo for your ID badge.

#### Location:

920 Elkridge  
Landing Road  
Linthicum,  
MD 21090

#### Parking:

Free parking is available in a large parking lot in the rear of the building. Press the buzzer at either door to enter the main lobby.

#### Check in:

Let the front desk know that you are here for your employee health visit. One of our team members will escort you to the employee health screening and HR appointment.

### 9 Confirm Your First Day of Work with your Supervisor

Once you have successfully completed the employee health screening and HR appointments, your supervisor will contact you to confirm your official first day of work

### 10 Prepare For Your First Day

We are excited for you to join our One UMMS team. Browse our team member website, [OneUMMS.org](http://OneUMMS.org), and familiarize yourself with some of our important System-wide initiatives. We will provide you with more onboarding training and materials after you start work. Welcome to UMMS!