It feels great to check things off your “to do” list. This checklist is designed to help you through your employment process, so you don’t miss any important steps.

☐ Attend your Pre-Employment Health Assessment and Pre-Hire Paperwork Appointment. Your recruiter will set up an appointment and inform you of the location. Please be on time. Human Resources offices.

☐ Please bring any current prescription medications you are taking in their original bottles and/or documentation from your pharmacy of any prescription medications prescribed to you over the last year in order to complete a Health History Questionnaire, Urine Drug Test and breath alcohol test.

☐ Please bring a copy of all your vaccination records and any lab test (titers) you have, including the following:

• MMR, Hepatitis B, Varicella
• Tetanus/Diphtheria (Td) and Tetanus/Diphtheria/acellular Pertussis (TdaP).
• Influenza Vaccine (During Flu Season)
• Tuberculin Skin Test (TST)
  o If you do not have documentation of a TST within the past 12 months, you may be required to have a Two-Step skin test.
  o A TST may be given at your first appointment in Employee Health or during your first week of orientation, and a second test will be given 1-3 weeks later if necessary
  o In addition, if you also have proof of having a TST within the past 60 days, you may not need any additional TST performed during your examination.

• If you have had a previous positive TST bring any documentation that you may have to Employee Health. This should include:
  o date of your first positive TST, size of the reaction, and if you received treatment
  o If you did receive treatment, you will need to bring records indicating what medication you were given and how long you received treatment. A copy of your most recent chest X-ray report will be acceptable if it has been within the past 12 months; otherwise, you may be sent for a chest x-ray during your visit with Employee Health based upon the TB Screening Questionnaire results completed during your assessment.

NOTE: If you are unable to provide any documentation, Employee Health will discuss the requirements with you during your assessment. All laboratory testing and/or vaccinations will be performed at no cost to you.

Contact Employee Health at 910.667.7445 if you have any questions prior to your appointment.
Bring the correct documents needed to fill out your Pre-Hire Paperwork. One from column “A” or one from column “B” **AND** one from column “C”. A full list of acceptable documents can be found [here](#). :

**A**
- Unexpired U.S. Passport
- Permanent Resident Card or Alien Registration
- Foreign Passport with I-551 stamp
- Unexpired Employment Authorization

**B**
- Unexpired Driver’s License
- Unexpired State-Issued ID with Photo
- School ID with Photo
- Voter’s Registration Card
- U.S. Military Card
- U.S. Coast Guard Card

**C**
- U.S. Social Security Card
- Certification of Birth Abroad
- Certified Birth Certificate
- U.S. Citizen ID Card
- Unexpired Employment Document

These items will also be useful to bring:
- Information needed to complete the federal and state income tax forms
- A voided check or deposit slip containing your bank routing information to set up your direct deposit
- Your license plate number, car make and model for vehicles (up to two) you plan to use on a regular basis
- Updated copies of your certifications
- A picture ready you! You will be taking your employee badge photo during your appointment.

Complete the [Scavenger Hunt](#) on the New Employee Site and bring it with you to orientation to be entered into a raffle.

Attend New Employee Orientation

- Your Orientation date, time and location will be included in your offer letter. A copy of this letter will be given to you at your Pre-Hire Paperwork appointment.
- If you attend benefits orientation
  - Please have spouse and dependent Social Security numbers and dates of birth for enrollment purposes.