

TEMPLATE
APPLICANT/FINALIST ONBOARDING CHECKLIST

Position # _____

Responsible Party	EVENT	Completion timeline
HR	The finalist will receive an ‘Invitation to Begin Onboarding with UWF’ email from Human Resources with an Applicant Portal link	
Finalist	FINALIST INSTRUCTIONS – Please complete within 3 days of receipt: • Access UWF Careers website via the Applicant Portal link from Human Resources • Select ‘View Offer’ – to review your tentative offer of employment • Open and review tentative offer of employment documents • “I have read and agreed to the terms of the offer.” • Select ‘I accept’ if you are happy with the terms of the tentative offer of employment • Select ‘I decline’ if you are not happy with the tentative offer of employment and contact the hiring official or departmental contact located on your offer letter to discuss further • Your online acceptance of tentative offer of employment triggers required pre-employment paperwork • Transcripts are required within 30 days (dependent on position)	within 3 days
Hiring Department	HIRING DEPARTMENT - conducts Reference Checks (one must be from a current or previous supervisor)	
Finalist	APPLICANT TASKLIST - located in Applicant Portal (Pre-Employment Paperwork for the finalist to complete will be dependent on the position and current or previous UWF employment) • Background Screening Form • Statement of Controlled Substance Conviction Form • UWF Level 1 Background Screening Form • UWF Level 2 Background Screening Form (if applicable) • VECHS Applicant Waiver Agreement and Statement (if applicable) • Outside Activity & Conflict of Interest Form	within 3 days
HR	‘New Hire Essential Documents’ email sent to finalist from Human Resources	

Finalist	ESSENTIAL DOCUMENTS (Applicant/finalist must review and gather requested documents) • Employee New Hire Form – <i>requires a signature (link provided)</i> • Loyalty Oath – <i>to be completed at HR in the presence of a notary</i> • FRS Certification Form – <i>requires a signature</i> • Direct Deposit Authorization – <i>requires a signature</i> • W-4 – <i>requires a signature</i> • Form I-9 – please reference List of Acceptable Documents (<i>must be completed in the presence of HR</i>)	within 3 days
HR	New Hire documents received/completed in Human Resources	
Hiring Department	HIRING DEPARTMENT will notify the finalist of a start date once all pre-employment requirements are complete and approved by Human Resources	
Finalist	Important new hire information on our website, which is designed to help you navigate the beginning of your UWF career. Some of the topics include: • Preparing for your first day • Getting your parking permit • Activating your ArgoNet account • Participating in New Employee Orientation • Completing your online Timesheet or Leave Report • Receiving your pay	