New Hire Onboarding

1

SUBMIT YOUR ONBOARDING FORMS

Trouble accessing your onboarding forms? See step-by-step instructions or choose the 'help' option on our Career Site. Need a password reset? Reach out to your Human Resources contact.

2

COMPLETE YOUR REFERENCES

Submit your references in a timely manner and follow-up with your references directly to ensure they have received the request email and have submitted their feedback. References are a required onboarding step.

3

PREPARE I-9 ACCEPTABLE DOCUMENTS

Required for employment: Bring documentation on your first day of employment for Form I-9. See I-9 Acceptable Documents for a listing of acceptable forms of identification. Identification selected cannot be expired.

4

FOR SELECT POSITIONS

Your position may require completion and/or submission of the following items:

- Physical
- Tuberculosis Test
- License or Certification

5

DIRECT DEPOSIT INFORMATION

Remember to bring your banking account information (account & routing number) on your first day to set up your direct deposit in 'My HR'. Your paycheck could be delayed without this information.

PRESBYTERIAN SENIOR LIVING