

NEW HIRE CHECKLIST

- Offer of employment is extended to candidate.
- HR and Hiring Manager notified of acceptance.
- HR initiates a background check request via email from Accurate (background check vendor) customer_service@accurate.com
- Background check consent link is sent to candidate via email from Accurate.
- Candidate is requested to complete consent form within 48 hours.
- Candidate and Manager are notified when the background check is complete and reviewed for compliance.
- HR confirms orientation date and instructions are provided.
- Candidate is entered into the HR system with expected start date.
- Employee access is provisioned to enterprise systems.

