**NEW HIRE CHECKLIST**

**Complete the following forms.**Bring these forms with you to your scheduled New Hire Orientation or first day of employment.

* CPSL-Disclosure Statement Form
* Consent and Authorization Form
* I-9 Form, Employment Eligibility Verification
* Self-Identification Form
* Voluntary Self Identification of Protected Veterans
* Voluntary Self-Identification of Disability
* Worker’s Compensation Employee Notification
* Penn State Intellectual Property Agreement (IPA Form)
* Two forms of identification (please reference the list on Form I-9 Employment Eligibility Verification) for all acceptable forms of ID. We are required by the Department of Justice to review these documents on all new employees within the first **3** days of employment.
* Required background clearance documents:
* Child Abuse Clearance
* Fingerprint Clearance
* Payment receipts (if reimbursement is being requested)

**Reminders:**

* An Employee Health Appointment will be scheduled within 10 days. Please provide vaccination records to Employee Health prior to your appointment.
* Complete Parking Registration (contact your manager for building information)

