



NEW HIRE CHECKLIST

PLEASE COMPLETE THE FOLLOWING ITEMS:

- Local Earned Income Tax Residency Certification Form
- Form I-9, Employment Eligibility Verification
- Self-Identification Form
- Voluntary Self Identification of Protected Veterans
- Voluntary Self-Identification of Disability
- Worker's Compensation Employee Notification
- Milton S. Hershey Medical Center Intellectual Property Agreement (IPA Form)
- Parking Registration Form

IMPORTANT POINTS TO REMEMBER:

- Incomplete/missing forms or documents can delay your paycheck.
- Please complete all forms in their entirety as indicated in the checklist.
- Bring all forms with you to your scheduled New Hire Orientation.
- If you are not scheduled to attend New Hire Orientation, please bring your paperwork with you on your first day of employment.
- An Employee Health Appointment must occur within 10 days. Please provide vaccination record(s) to Employee Health prior to your appointment.

PLEASE BRING THE FOLLOWING REQUIRED DOCUMENTS WITH YOU TO ORIENTATION

- Proof of all levels of education (we accept copies of diplomas, certificates, degrees, or transcripts).
- Two forms of identification (please reference the checklist 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.
- If you haven't already done so, please bring any and all required background clearance documents (CPSL, Authorization and blue FBI fingerprint document).