Pre-employment:
Drug test, immunizations, and TB will be verified. Your background will be ran. (For GRIC members, a GRIC background will be ran as well.)
7 - 10 Business Days
TB, drug test, and background(s) MUST CLEAR.
Once cleared, a recruiter will call you for an official start date.
New Employee Orientation (NEO) will be held in Sacaton. You will have a badge made, and you must provide TWO forms of IDs.
You will be scheduled for culture training and tour for 4 days within the same month.
<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Day 1</td>
<td>New Employee Orientation</td>
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<td>Days 2,3</td>
<td>Cornerstone</td>
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<td>Day 4</td>
<td>Customer Service Excellence</td>
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<td>Day 5</td>
<td>Community Tour</td>
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</table>
Once all steps are completed, you will report to your department for departmental orientation and start your new career.
NEW Employee Orientation is held the first and third Monday of the month at Hu Hu Kam Memorial Hospital.

“Onboarding” = hire date.
List A: Documents that establish BOTH identity and employment authorization
All documents must be unexpired.

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed on notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
List B: Documents that establish identity
All documents must be unexpired.
For individuals 18 years of age or older:

1. Driver’s license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day care or nursery school record
List C: Documents that establish employment authorization

All documents must be unexpired.

1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

**NOTE:** A copy (such as a metal or plastic reproduction) is not acceptable.

2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)

3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)

4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal

5. Native American tribal document

6. U.S. Citizen Identification Card (Form I-197)

7. Identification Card for Use of Resident Citizen in the United States (Form I-179)

8. Employment authorization document issued by DHS (other than those listed under List A)