

On Boarding Process Checklist

VA NEW YORK HARBOR HEALTHCARE SYSTEM (VANYHHS)

Your Name: _____

Your Position: _____

Your Service (Department):

H R P O C ' s N a m e : _____

HR POC's Phone #: _____

Human Resources Management Service Info:

BROOKLYN CAMPUS
(718) 6303660

NEW YORK CAMPUS
(212) 6867500 ext. 7635

ST. ALBANS CAMPUS
(718) 5261000 ext. 2248

- ☐ **Step # 1 – PreEmployment Physical and Fingerprinting Requirements –**
You should have already been contacted by the Human Resources Specialist to be scheduled for preemployment physical and fingerprinting.
- ☐ **Steps#2 – Required Forms to Complete –** Complete required onboarding forms for designated position and provide documents to the Human Resources Specialist on the day of your preemployment physical exam.
- ☐ **Step#3 – PreEmployment Security Requirements –** Complete the Electronic Questionnaire for Investigations Processing (eQIP) and provide completed signature pages to the Personnel Security POC on the day of your preemployment physical.