

## **New Hire Information**

New Hire Orientation is scheduled upon Board approval. HR Analysts contact the employees via email to send new hire paperwork and list of required items to bring in order to complete onboarding process.

Please see below list of items:

- Immunization Records (Proof of Measles/Mumps/Rubella)
- Voided Check to set up direct deposit (if voided check is not available a US Bank card will be issued)
- Two forms of ID
- Official Transcripts

For more information contact HR at (602) 243-4800.