

Hiring Leader Post-Offer Checklist

Next Steps	Talent Acquisition	Hiring Manager
Submit all completed interview notes and assessments to Talent Acquisition. If done via Jobvite, complete and submit the evaluation		
Follow up with your silver medalist (runner-up) candidates in Jobvite		
After the candidate accepts the offer, send an offer letter and Pre-Boarding is initiated	x	
Send Background Clearance email to Hiring Manager	x	
Contact new hire via phone or text to congratulate them on their acceptance send a team card and share a team picture. Communication #1 - Congratulations		
Send New Employee Profile to Hiring Manager and Request basic access: K-Net, Time & Attendance system, ADP, MedTrainer (LMS)	x	
Contact employee and send them information on their schedules and clinic, etc. Communication #2		
Add new hire to team meetings distribution lists Schedule 1:1s with new hire		
NEO Tentative memo roster emailed	x	
Reach out to candidate (internal, new hires & rehires) Ensure the new hire understands how to reach you Communication #3		
Send final schedule 2 days prior to NEO to leaders	x	
Clean-up & setup new hire assigned workspace, nameplate, etc. as appropriate		
Text with address, parking instructions, who is meeting them at the start of their shift. Final Communication		
New Employee attending Neo	x	
Introduce your new hire to staff at huddle and via email - create an "About Your New Team" PowerPoint that describes their facility		