



## Washoe County School District Office of Human Resources

### New Employee Orientation Checklist

Congratulations on your new position and welcome to the Washoe County School District! There are several steps necessary to successfully complete your New Employee Orientation (NEO). Please utilize this checklist to ensure all steps are completed. All NEO requirements must be completed in order and **prior to your scheduled start date**. Each step is explained in greater detail on the NEO webpage. This checklist is for your convenience only and does NOT need to be submitted to your Human Resources (HR) Technician.

	Receive New Employee Orientation (NEO) email from HR Technician. Follow the link to the NEO webpage to begin orientation.
	<b>Step 1: Required Training Videos</b> – Watch all training videos in their entirety
	<b>Step 2: Required Reading</b> - Read all documents in their entirety
	<b>Step 3- Part 1: Adobe Sign New Hire Packet</b> – Complete this electronic packet (emailed to your from your HR Technician)
	<b>Step 3- Part 2: In-Person Forms</b> – Review resources on the orientation webpage. Forms will be provided at your in-person meeting for you to complete (see step 6 for additional information).
	<b>Step 4: Fingerprinting</b> – Complete fingerprinting at Fingerprint Express prior to your in-person meeting
	<b>Step 5: I-9 Verification</b> – Complete the online pre-fill AND bring I-9 documents to in-person meeting
	<b>Step 6: Benefits (only for insurance eligible positions)</b> Review employee benefit information as needed AND bring required dependent documents to in-person meeting
	<b>*Step 7: SCHEDULE IN-PERSON MEETING WITH HR TECHNICIAN <u>*Must complete prior to start*</u></b> – Bring completed fingerprint express form & I-9 documents to present at in-person meeting
	<b>Additional Information and Resources</b> Review each item and visit links as needed.
	<b>Orientation is complete!</b>

**We look forward to meeting you at your in-person meeting!**