



## Washoe County School District Office of Human Resources



### Sports New Hire Checklist

Congratulations on your new position, and welcome to the Washoe County School District!

As part of the onboarding process, there are several important steps you must complete to fulfill your pre-employment requirements. Please use this checklist as a guide to ensure each step is completed in the correct order prior to your practice start date.

Each requirement is explained in more detail on the [New Employee Orientation \(NEO\) webpage](#).

*This checklist is for your convenience only and does not need to be submitted to your Human Resources Generalist.*

<input type="checkbox"/>	Receive New Employee Orientation (NEO) email from HR Generalist. Follow the link or scan the QR Code to the SPORTS NEO Webpage to begin the SPORTS orientation	
<input type="checkbox"/>	<b>Step: 1 Final Forms Account</b> - Contact the school you are coaching at for access to Final Forms	
<input type="checkbox"/>	<b>Step 2: Adobe Sign New Hire Packet</b> - Complete this electronic packet (Emailed from Adobe Sign to you)	
<input type="checkbox"/>	<b>Step 3: 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 7 for additional information)	
<input type="checkbox"/>	<b>Step 4: Fingerprinting</b> - Complete fingerprinting at Fingerprint Express prior to your in-person meeting. Fingerprint forms MUST be for coaching. Fingerprints must be paid for at the time of printing (\$58.50)	
<input type="checkbox"/>	<b>Step 5: I-9 Verification</b> - Complete the online pre-fill AND bring I-9 Documents to your in-person meeting <b>Access Code 2363</b>	
<input type="checkbox"/>	<b>Step 6: Photo for Badge</b> - Please email a photo to use for your badge to your HR Generalist. If you are unable to email a photo, a badge photo will be taken at your in-person appointment (Photo must meet all requirements listed on the NEO Webpage)	
<input type="checkbox"/>	<b>Step 7: Schedule In-Person Meeting with HR Generalist</b> - <u>*Must be completed prior to starting*</u> Bring completed fingerprint express form AND I-9 Documents to present at in-person meeting.	
<input type="checkbox"/>	<b>Step 8:</b> Upload your photo to your Final Forms Account	

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