

On Boarding Process Checklist

VA EASTERN KANSAS HEALTHCARE SYSTEM

Your HR POC's Name: _____

HR POC's Phone #: _____

Human Resources Management Service Info:

Leavenworth Campus

(913) 682-2000 ext. 52503

Topeka Campus

(785) 350-3111 ext. 54310

Step # 1 – Pre-Employment Physical and Fingerprinting Requirements – You should have already been contacted by the Human Resources Specialist to be scheduled for pre-employment physical and fingerprinting.

Steps#2 – Required Forms to Complete – Complete required on-boarding forms for designated position and provide documents to the Human Resources Specialist on the day of your pre-employment physical exam.

Step#3 – Pre-Employment Investigation Requirements – Complete the Electronic Questionnaire for Investigations Processing (e-QIP) and provide completed signature pages to the Personnel Security POC on the day of your pre-employment physical.

Step#4 – Mandatory Training for New Employees – Complete online mandatory training modules (VHA Privacy Policy & Information Security Awareness) and print out certificates of completion.

