**New Hire Employee Checklist – External Candidate**

When selected / leading up to your start date:

* Provide at least two professional references. This must be a current/most recent supervisor and a previous supervisor. If you will not give approval to contact your current supervisor, your offer will be contingent upon a favorable reference from your current supervisor.
* Accept verbal offer and discuss start date
* Authorize HireRight background check
* Sign the written offer letter and return to the hiring officer along with the necessary paperwork (W4, Personal Data Form, Voluntary Self Identification Form, Part 1 of the online Form I-9)
* Complete ALEX in your *Welcome to Wharton* email; this will assist you in understanding and choosing benefits
* Present your Social Security card to your department’s Business Administrator for the *Verification of Social Security Card* form.

On your first day:

* Arrive at the office location listed in your offer letter (unless otherwise noted by your manager)
* Go to the 2nd floor of the Penn Bookstore at 36th & Walnut to take your photo and receive your Penn ID & PennKey
* Go to Wharton HR in Suite 450 of Steinberg Hall-Dietrich Hall (3620 Locust Walk) to present your [IDs](https://hr.wharton.upenn.edu/download/list-of-acceptable-i-9-documents/?wpdmdl=340&ind=2d-LDmwm5rulehYSrTsh1xQ8p8Sghv-VsbD1hhZPf_g37xLvb3AvME-LyKu0lmbX) and complete Part 2 of the Form I-9
* Connect with Wharton Computing to setup your Wharton email address and logon

Within your first week:

* Attend New Employee Orientation: Part I (you will receive an email invitation from Wharton HR during your first week)
* Complete your Knowledge Link profile questionnaire
  + Register for University Orientation with Central Human Resources
  + Register for any other required training
* Enroll in direct deposit online through the U@Penn portal

Within your first two weeks:

* Discuss Introductory Period goals and expectations with your manager

Within 30 days of your start date:

* Enroll in your benefit selections – due to processing time, it may take up to two weeks for you to be able to log into the benefits enrollment portal
* Review Penn Parking’s website for transportation/parking enrollment and payroll deductions

Within four-six months of your start date:

* Attend New Employee Orientation: Part II (you will receive an email invitation from Wharton HR)
* Have regular feedback meetings leading up to your Introductory Review (4 months from your start date)

Ongoing:

* Consider connecting with a Mentor through MentorCloud – contact Wharton HR for details