

Pre-Employment Checklist

CareFirst New Employee Onboarding

Before you can be officially hired as a CareFirst employee, there are critical tasks that must be completed.

Action items

Initiate Background Check

Once you return the signed offer letter, you will receive an email from our vendor to initiate background check. Please take immediate action on the instruction provided in the email.

Return Signed Offer Letter

Please read your offer letter in its entirety, **sign it, and send it back to your Talent Acquisition Specialist** as soon as possible. You may print and scan or use an electronic signature.

Complete Section 1 of I-9

A completed I-9 is required to verify your identity and employment status upon hire.

Complete Section 1 of the form **as soon as possible**.

Prepare for In-Person I-9 Document Verification

The week prior to your start date, you will receive instructions to complete the I-9 verification within the first two days of employment to provide documentation that establishes your identity and employment authorization. **Click here to see a full list of acceptable documents.** (Note: Only original documents can be used. Expired documents cannot be provided, an acceptable receipt of List A, B, C document can be presented)

Payroll & Benefits Documentation

You will be asked to submit a copy of your Social Security card, a document required for Payroll, as well as any marriage or birth certificates for benefits enrollment upon your start date. (Note: domestic partners may be enrolled in benefits, instructions will be provided during Week 1).

Visit the New Employee Website

Review **benefits and total rewards information**, find out what to expect from Day 1 Orientation, and learn more about CareFirst prior to your start date.