

# Discover BCM (new employee orientation) Check List



This checklist was created to assist you with your new hire documentation and to prepare you for the new employee orientation process.

For more information please contact the HR Employment Office at 713/798-6178.

|   |   |
|---|---|
| <input type="checkbox"/> Your Name: _____   |   |
| <input type="checkbox"/> Your hire date: _____  | <input type="checkbox"/> Your start date: _____ |
| <input type="checkbox"/> Your Baylor ID Number: _____   | <input type="checkbox"/> Your Title: _____      |
| <input type="checkbox"/> The name of your department: _____   |   |
| <input type="checkbox"/> Your office telephone number: _____  |   |
| <input type="checkbox"/> Your email address: _____  |   |
| <input type="checkbox"/> Your office address: _____   |   |
| <input type="checkbox"/> Your work hours are: _____   |   |
| <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |   |
| <input type="checkbox"/> Your Supervisor: _____   |   |
| <input type="checkbox"/> Supervisor's phone numbers: _____  |   |
| <input type="checkbox"/> Supervisor's email address is: _____   |   |
| <input type="checkbox"/> Supervisor's office address is: _____  |   |

**Date:** \_\_\_\_\_

**Time:** Begins at 8:00am (continental breakfast served)

**Location:** **Baylor College of Medicine, Main Campus**  
One Baylor Plaza, Cullen Auditorium

1. Please bring identification with you to orientation (see attached list of acceptable identification):
  - o Bring either **1 item from List A** **OR** **1 item from List B and 1 item from List C.**
2. Orientation is a two part process:
  - a. Part One is a required ½ day classroom session.
  - b. Part Two is required, self-directed computer based information and training.
3. Recommended attire for the day is business casual. A light jacket or sweater is also recommended so you will be comfortable in the orientation room.
4. For those individuals who have a disability that requires accommodations please contact the HR Employment Office at 713/798-6178.
5. Please park in TMC Garage 6, located on Moursund Street, so we can validate your parking.
6. For a map of the Texas Medical Center go to <http://www.bcm.edu/maps/>
7. **SPECIAL NOTE:**  
A TB skin test is administered to all new employees during new employee orientation.

**Please provide 1 item from LIST A**  
**or --->**

*Documents that establish both  
identity and employment eligibility*

1. U.S. Passport  
(un-expired or expired)
2. Certificate of U. S.  
Citizenship  
(INS Form N-560 or N-561)
3. Certificate of Naturalization  
(INS Form N-550 or N570)
4. Unexpired foreign passport,  
with I-551 stamp or  
attached INS Form I-94  
indicating unexpired  
employment authorization
5. Alien Registration Receipt  
Card with photograph  
(INS Form I-151 or I-551)
6. Unexpired Temporary Card  
(INS Form I-688)
7. Unexpired Employment  
Authorization Card  
(INS Form I-688A)
8. Unexpired Reentry Permit  
(INS Form I-327)
9. Unexpired Refugee Travel  
Document  
(INS Form I-571)
10. Unexpired Employment  
Authorization Document  
issued by the INS which  
contains a photograph  
(INS Form I-688B)

**1 Item from LIST B**  
**and --->**

*Documents that establish only  
identity.*

1. Driver's license or ID card  
issued by a state or outlying  
possession of the United  
States provided it contains  
a photograph or information  
such as name, date of birth,  
sex, height, eye color and  
address
2. ID card issued by federal,  
state or local government  
agencies or entities,  
provided it contains a  
photograph or information  
such as name, date of birth,  
sex, height, eye color and  
address
3. School ID card with a  
photograph
4. Voter's registration card
5. U. S. Military card or draft  
record
6. U.S. Coast Guard Merchant  
Mariner card
7. Native American tribal  
document
8. Driver's license issued by a  
Canadian government  
authority

**For persons under age 18 who are  
unable to present a document listed  
above:**

9. School record or report card
10. Clinic, doctor or hospital  
record
11. Day-care or nursery school  
record

**1 Item from LIST C**

*Documents that establish only  
employment eligibility*

1. U.S. Social Security Card  
issued by the Social Security  
Administration (other than a  
card stating it is not valid for  
employment)
2. Certification of Birth Abroad  
issued by the Department of  
State  
(Form FS-545 or Form DS-  
1350)
3. Original or certified copy of  
a birth certificate issued by  
a state, county, municipal  
authority or outlying  
possession of the United  
States bearing an official  
seal
4. Native American tribal  
document
5. U. S. Citizen ID Card  
(INS form I-197)
6. ID Card for use of Resident  
Citizen in the United States  
(INS Form I-179)
7. Unexpired employment  
authorization document  
issued by the INS (other  
than those listed under List  
A)