New Employee Orientation (NEO) Check List

- This checklist was created to assist you with your new hire documentation and to prepare you for the BCM orientation process. Please bring a copy of this form with you on orientation day.
- For more information please contact the HR Employment Office, 713/798-6178.

☐ Your Name: ____________________________________________
☐ Your hire date: __________________________  ☐ Your start date: __________________________
☐ Your Baylor ID Number: __________________________  ☐ Your Title: __________________________
☐ The name of your department: ______________________________________________
☐ Your office telephone number: _______________________________________________
☐ Your email address: ________________________________________________________
☐ Your office address: ________________________________________________________
☐ Your work hours are: ________________________________________________________
☐ ☐ ☐ ☐ ☐
☐ Your Supervisor: _________________________________________________
☐ Supervisor’s phone numbers: _______________________________________________
☐ Supervisor’s email address is: _______________________________________________
☐ Supervisor’s office address is: _______________________________________________

- Your Orientation Date: __________________________
- Check In: Begins at 7:15am and ends at 8:15am.
- Location: John P. McGovern Campus, 2450 Holcombe Blvd. at Almeda Road
  College Business Operations, Commons Area
  SuiteO100, east end of building

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 an all day event, a scheduled work day - please make your plans accordingly. When you have finished orientation for the day please report to _________________________________.

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. Food and drink are not allowed in the orientation room.

5. For those individuals who have a disability that requires accommodations please contact the HR Employment Office at 713/798-6178.

6. Parking at McGovern Campus - Please use the Holcombe Blvd. entrance into the parking lot and pull a ticket so we can validate your parking for the day.

7. Lunch - You will receive a $5.00 coupon for lunch at the Ritz Café – first floor of the McGovern building.

8. SPECIAL NOTE:
   A TB skin test is administered to all new employees during new employee orientation.
### Documents that establish both identity and employment eligibility

1. U.S. Passport (unexpired or expired)
2. Certificate of U.S. Citizenship (INS Form N-560 or N-561)
3. Certificate of Naturalization (INS Form N-550 or N-570)
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)

### 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

### 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)

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