New Employee Orientation (NEO) Check List

- This checklist was created to assist you during your orientation process.
- Please bring a copy of this form with you to New Employee Orientation.
- For more information please contact the Employment Office at 713/798-6178.

| ☐ Employee Name: ______________________________ |
| □ Your hire date is: ___________________ |
| □ Your start date is: ___________________ |
| □ Your Baylor ID Number is: ___________________ |
| □ Your Title is: ___________________ |
| □ The name of your department is: ___________________ |
| □ Your office telephone number is: ___________________ |
| □ Your email address is: ___________________ |
| □ Your work hours are: ___________________ |
| □ Your Supervisor is: ___________________ |
| □ Your Supervisor’s phone number is: ___________________ |
| □ Your Supervisor’s email address is: ___________________ |
| □ Your Supervisor’s office address is: ___________________ |

New Employee Orientation Information

- New employee check-in begins at 7:15am and ends at 8:15am.
- Location: John McGovern Campus (2450 Holcombe Blvd. at Almeda)
  College Business Operations, Commons Area, Suite O100 (east end of building)
- Date: ___________________ Time: ___________________
- Orientation is an all day event, a scheduled work day - please make your plans accordingly.

Please bring identification with you to Orientation (see attached list of acceptable identification):
  - Bring either 1 item from List A or 1 item from List B and 1 item from List C.

- Parking Options
  - 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
  - Main Baylor – Please park in TMC Garage 6, pull a parking ticket so we can validate your parking for the day and catch the BCM shuttle bus / van to the McGovern Campus.

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

- When you have finished Orientation for the day please report to:
  - Name: ___________________
  - Location: ___________________
  - Phone Number: ___________________
Please provide 1 item from **LIST A**

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 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)

**1 Item from LIST B**

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)