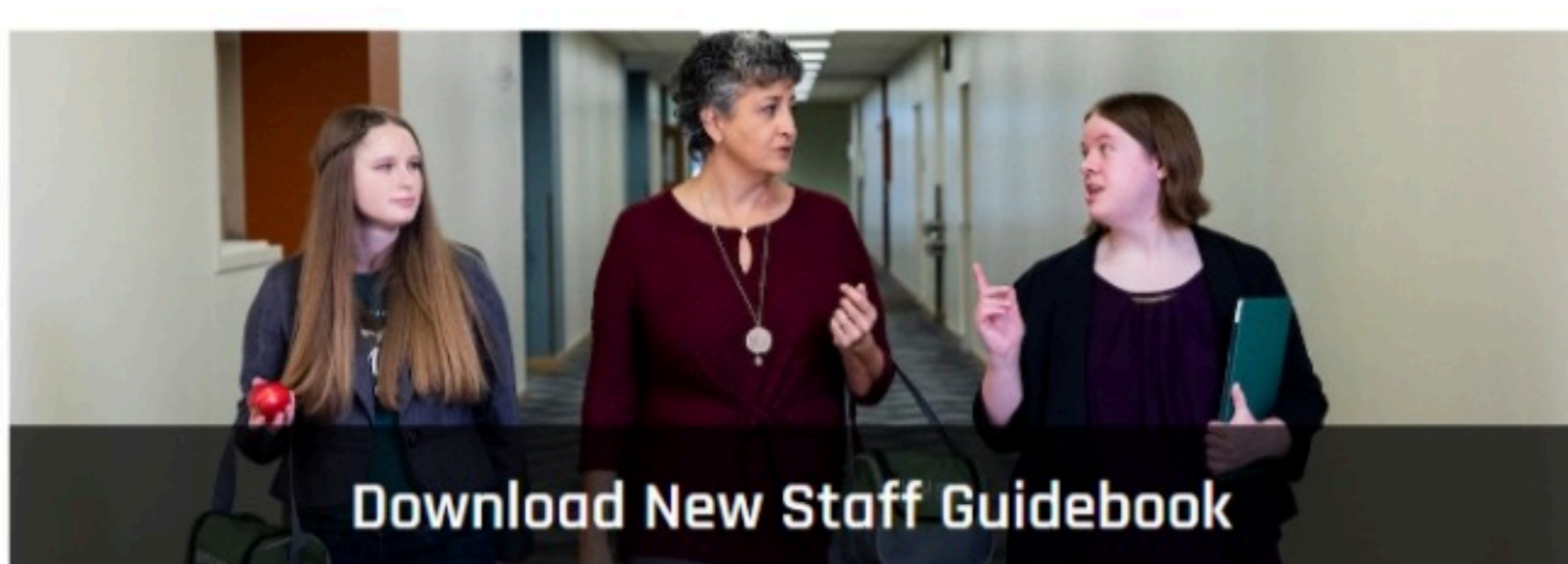
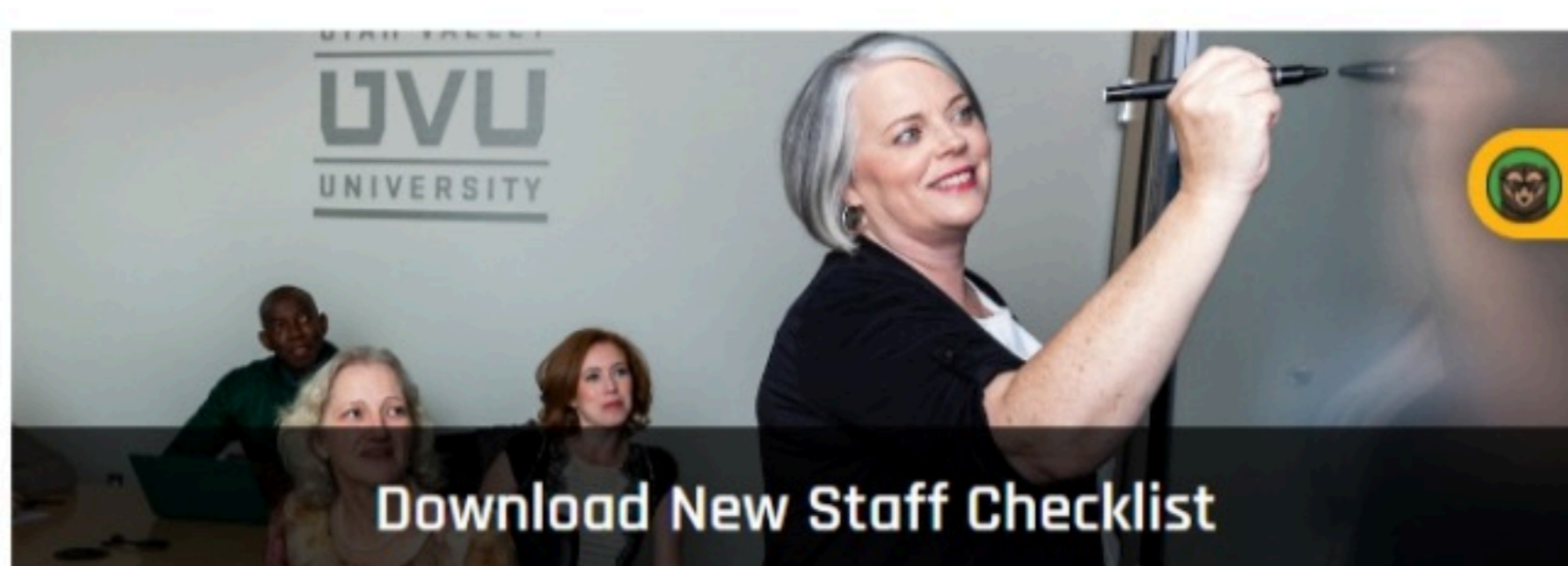


After Position Acceptance

You've accepted a job offer, now what?



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QUESTIONS? ASK WILSON



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What's Next?

Step One: Complete Paperwork

1. Background Check:

- This will come from Accurate Background. A background check is a process a person or company uses to verify that a person is who they claim to be, and provides an opportunity for someone to check a person's criminal record, education, employment history, and other past activities in order to confirm their validity. Whether you're applying for a job, looking for a new apartment, or purchasing a firearm, you may have to undergo a background check.

2. I-9 Form:

- Employee Verification (Form I-9) is required by federal law. This form is used to verify the employment eligibility of individuals hired in the United States.
- A new hire completes **Section 1** of the online Employment Eligibility Verification (Form I-9) on or before their first day of employment. Once this online portion is complete, the employee must bring in acceptable documents to UVU's Human Resources' office to complete **Section 2**. These documents must be original, unexpired, and federally-acceptable. Any expired documents, copies, faxes, digital copies, or documents not listed here, will not be accepted and will delay the employee's start date. The I-9 form needs to be completed within three (3) days of the employee's start date.

3. New Hire Paperwork:

- These are documents required for employment at UVU, such as a W-4 and retirement election. *If you are out of the state and cannot come in-person to UVU before your start date, contact HR at (801)-863-8207.

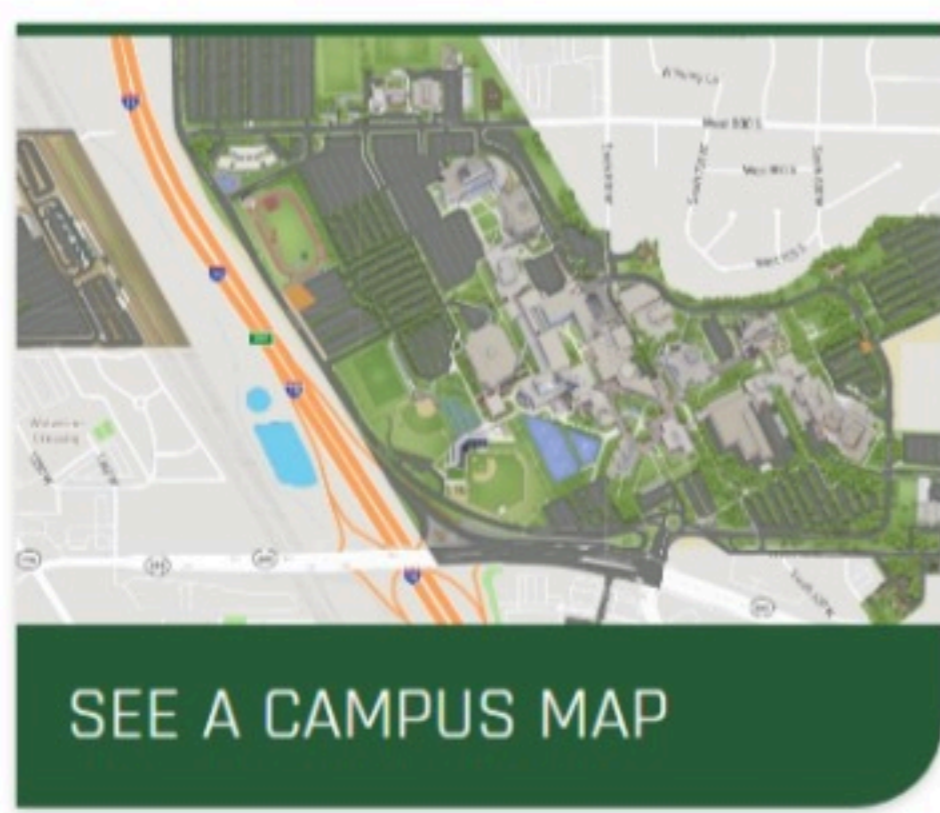
Step Two: RSVP for New Employee Orientation

[REGISTER HERE](#)

Step Three: Wait for UVID

A UVID is an eight-digit ID number that is your personal identifier and will give you access to MyUVU, create your employee email, clock you in and out of work, allow you to acquire your UVID card, and award discounts and benefits. **You will want to memorize this number.** Because this number is crucial to so many things and cannot be assigned until I-9 completion, we stress the importance of completing your I-9 as soon as possible.

UVU is committed to providing an efficient, beautiful, and safe environment for both employees and students to learn and work.



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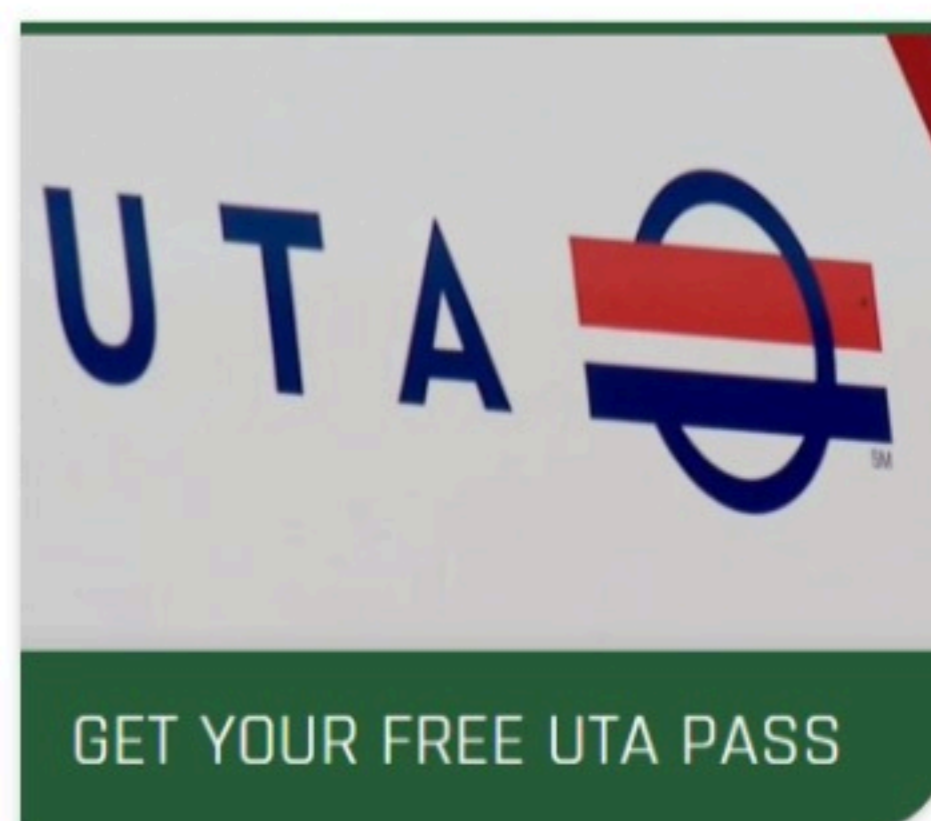
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