



EXCEPTIONAL CARE. WITHOUT EXCEPTION.

NEW HIRE CHECKLIST

✓ **Prior to First Day:**

- Complete employment forms and return them to Human Resources no later than the day of your scheduled physical.
 - CORI
 - I9 (need two forms of Proper ID)
 - W-4 (Federal Tax form)
 - M-4 (State Tax form)
 - Emergency Contact form
 - Affirmative Action Information form
- Have a pre-employment physical and TB test at BMC
Occupational & Environmental Medicine Department (OEM) 617-638-8400
850 Harrison Avenue in the Yawkey Building, 1st floor (refer to campus map).
- Return to OEM within 48-72 hours to have your TB test read.

✓ **First Day:**

- Attend orientation, if scheduled or report to your job location for work.
- Get your BMC ID.
ID Office 710 Albany Street in the Parking Office (refer to campus map)

✓ **Within the First 10 Days:**

- Return completed BMC Worksite Orientation checklist to Human Resources Department.

✓ **Within the First 30Days:**

- Attend New Hire Orientation if not attended on first day.
- Elect your benefits at www.mybmc.org. Find your password on your 1st paycheck.

✓ **Within 90/120 Days:**

- Meet with manager to complete the Orientation/Probationary Period Evaluation. Talk with manager about setting goals for the year. Discuss classes and outside training courses that maybe available to you.