

## **CHECKLIST FOR MY APPOINTMENT**

\_\_\_\_\_ Complete and submit (electronically) to Human Resources all remaining appointment forms that I am able to complete at this time.

\_\_\_\_\_ Print ALL appointment forms including the forms that I am unable to complete at this time. Bring these forms to orientation. ***Failure to print and bring these forms to orientation will delay the appointment process.***

\_\_\_\_\_ Bring a copy of my offer letter to orientation.

\_\_\_\_\_ Bring to orientation two forms of identification: **(1)** a Government issued photo ID such as a driver's license AND passport; **OR (2)** a Govt. issued photo ID such as a driver's license (excluding a passport) AND original social security card, or original or certified copy my birth certificate. I will need my identification to enter the NIH main campus, to complete my new hire paperwork, and to be fingerprinted.