

## UTK HR Recruitment Staff Contact List

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### New Employee Actions (Staff)

- Sign offer letter in TALEO
- Carefully review all University correspondence beginning with offer acknowledgement email
- Prior to first day of employment and as soon as possible, watch welcome video and review the New Employee webpage
- Complete and return forms as instructed  
(Pay particular attention to instructions for completion of the I-9)
- Be aware of deadlines for completion and return of insurance and retirement forms
- Schedule and attend appointment with Recruitment staff member to return new hire paperwork and complete I-9. **Complete I-9 on or before first day of employment.**
- Schedule and attend scheduled Organizational Introduction session
- Attend Insurance and/or Retirement Zoom sessions as needed

### New Employee Actions (Faculty)

- Sign and return offer letter to Provost Office
- Carefully review all University correspondence beginning with offer acknowledgement email
- Prior to first day of employment and as soon as possible, watch welcome video and review the New Employee webpage
- Complete and return forms as instructed  
(Pay particular attention to instructions for completion of the I-9)
- Be aware of deadlines for completion and return of insurance and retirement forms
- Schedule and attend appointment with Recruitment staff member to return new hire paperwork and completion of I-9. **Complete I-9 on or before first day of employment.**
- Schedule and attend scheduled Organizational Introduction session
- Contact your department to ensure hiring process is complete and for information regarding additional new faculty orientation activities and events**