

OVV ONBOARDING PROCESS OVERVIEW

HOSTING DEPARTMENT:

OVV:

SUBMIT:

- **HOST:** VLOC Screening Form

VLOC
6-8 WEEKS
prior to start

SUBMIT:

- **OVV:** Notify Hosting Department of VLOC decision
- **OVV:** Send Application Packet to hosting department

SUBMIT:

- **HOST:** Complete and Send OVV Application Packet to OVV
- **APPLICANT:** Complete Applicant Registration Form

1

4-6 WEEKS
prior to start

REVIEW + SUBMIT:

- **OVV:** Process Application Packet
- **OVV:** Send background check questionnaire to applicant

SUBMIT:

- **APPLICANT:** Complete background check questionnaire

1.5

4-6 WEEKS
prior to start

REVIEW + SUBMIT:

- **OVV:** Approve Application Packet
- **OVV:** Receive cleared background check notice
- **OVV:** Send Onboarding Packet to applicant

SUBMIT:

- **APPLICANT:** Complete tasks outlined in the Onboarding Packet. This includes:
 - Medical Clearance
 - Compass trainings
- **APPLICANT:** Send email to OVV when items are complete

2

2-4 WEEKS
prior to start

VERIFY:

- **OVV:** Verify that Onboarding Packet tasks are complete

2.5

1-2 WEEKS
prior to start

SUBMIT:

- **OVV:** Send activation email to applicant

BEGIN:

- **APPLICANT:** Follow the instruction in the activation email to pick up your badge
- **APPLICANT:** You are now clear to begin your assignment

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ACTIVATION
*Applicant may start their assignment **only after** activation email has been received*