OVV ONBOARDING PROCESS OVERVIEW

HOSTING DEPARTMENT:

TO BEGIN ONBOARDING FOR A NEW APPLICANT:

1. **OBTAIN SIGNATURES:** Obtain the necessary signatures on the following documents:
   - Position Description
   - Read and Sign documents as assigned by OVV (Email OVV for more information)
2. **ONLINE REGISTRATION:** Instruct your applicant to complete the Applicant Registration Form
3. **SUBMIT TO OVV:** Email the signed Agreements and Position Description to OVV for processing

OVV + OHSU:

STEP 1a
PAPERWORK SUBMISSION
6-8 weeks prior to expected applicant start date

STEP 1b
BACKGROUND CHECK
4-6 weeks prior to expected applicant start date

REVIEW + SUBMIT:
- **OVV:** Received signed paperwork
- **OVV:** Initiates Advanced Reporting Background Check

SUBMIT:

4. **APPLICANT:** Completes Advanced Reporting Background Check Questionnaire. Questionnaire will be emailed directly to applicant.

STEP 2a
ONBOARDING PACKET
3-5 weeks prior to expected applicant start date

REVIEW + SUBMIT:
- **OVV:** Receives notice of cleared background check
- **OVV:** Creates EID and Provisions Access for applicant
- **OVV:** Sends Onboarding Packet to applicant

Advanced Reporting processing time:
Typically, 1-2 weeks

SUBMIT:

5. **APPLICANT:** Completes tasks outlined in the Onboarding Packet. This may include:
   - Medical Clearance
   - Enterprise Health Compliance
   - Compass
   - BioRAFT trainings (as applicable)
6. **APPLICANT:** Send email to OVV when items are complete

STEP 2b
ONBOARDING PACKET
2-3 weeks prior to expected applicant start date

HR Records/ ITG processing time:
Typically, 1 week

Applicant Dependent:
Tasks will take at least 1 week, access will expire after 3 months.

STEP 2c
COMPLIANCE CHECK
1-2 weeks prior to expected applicant start date

VERIFY:
- **OVV:** Verify that Onboarding Packet tasks are complete
- **OVV:** Send activation email to applicant and CCs Hosting Department

BEGIN:

7. **APPLICANT:** Follow the instructions in the activation email to pick up your badge
8. **APPLICANT:** You are now clear to begin your assignment

STEP 3
ACTIVATION
Applicant may start their assignment only after activation email has been received

Updated March 7, 2023