

# OVV ONBOARDING PROCESS OVERVIEW

## HOSTING DEPARTMENT:

## OVV + OHSU:

### SUBMIT:

- **HOST:** Complete and [Send OVV Application Packet](#) to OVV@ohsu.edu
- **APPLICANT:** Complete [Applicant Registration Form](#)
- **VISITING SCHOLARS ONLY:** Visiting professionals are required to submit proof of liability insurance coverage to OVV (VA Visitors Scholars exempt)

### STEP 1

**PAPERWORK SUBMISSION**  
6-8 weeks prior to expected applicant start date

### STEP 1

**PAPERWORK APPROVALS**  
6-8 weeks prior to expected applicant start date

### REVIEW + SUBMIT:

- **OVV:** Process OVV Application Packet
- **OVV:** Gain approval for assignment from other OHSU departments as applicable (Risk, OIA, EHS, etc.)
- **OVV:** Initiate Advanced Reporting Background Check

### SUBMIT:

- **APPLICANT:** Complete Advanced Reporting Background Check Questionnaire. *Questionnaire will be emailed directly to applicant.*

### STEP 1

**BACKGROUND CHECK**  
4-6 weeks prior to expected applicant start date

### STEP 2

**ONBOARDING PACKET**  
3-5 weeks prior to expected applicant start date

### REVIEW + SUBMIT:

- **OVV:** Receive notice of cleared background check
- **OVV:** Create EID and Provision Access for applicant
- **OVV:** Send Onboarding Packet to applicant

Advanced Reporting processing time:  
Typically, 1-2 weeks

HR Records/ITG processing time:  
Typically, 1 week

### SUBMIT:

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

### STEP 2

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

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

### STEP 2

**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 CC Hosting Department

### BEGIN:

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

### STEP 3

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